



Wyoming Department of Education

Hathaway Building, 2nd Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 • <http://www.k12.wy.us/>

WDE602/652: WISE School District Staff Member Staffing Manual and Data Collection Guidebook

WDE652 Collection Window:
May 17, 2010 - June 30, 2010

WDE602/WDE652 Collections Steward

Susan Williams
Data Analyst
307-777-6252
swilli@educ.state.wy.us



WISE Project Manager

Cassie Lallak
WISE Project Manager
307-777-5463
clalla@educ.state.wy.us

WISE Data Contact

Leslie Zimmerschied
Data Analyst
307-777-8751
lzimme@educ.state.wy.us

Revised April 14, 2010

Table of Contents

| | |
|---|----|
| Introduction..... | 2 |
| Instructions..... | 4 |
| Collection Schedule..... | 8 |
| Staff/Employment Elements..... | 9 |
| Assignment Elements..... | 13 |
| Experience Elements..... | 15 |
| Education Elements..... | 16 |
| Frequently Asked Questioned..... | 20 |
| Appendix 1: Licensure Information..... | 27 |
| Appendix 2: FTE Calculation for Assignment Salary..... | 28 |
| Appendix 3: State Report Manager Screen Shots for the WDE602/652..... | 30 |
| Appendix 4: Data Corrections and Newspaper Report Timelines..... | 47 |

Introduction

Abstract

This abstract provides a general description of the data being collected in both the WDE602 and WDE652.

Because the WDE602 and WDE652 collection data elements have been aligned the guidebooks has been combined.

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education 5) Schedule Header, and 6) Salary Schedule. The WDE652, or spring staffing collection, collects the first four files and uses the schedule header and salary schedule that were submitted in the fall.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all non-classified personnel as well as Praxis II information. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

WDE602 and WDE652: Purpose and Authority

The WDE602 collects employment details as of an October 1st snapshot; duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on October 1st. October 1st employment data is required for use in administering the funding model (Wyoming State Law 21-2-203), staff endorsement and Highly Qualified status determinations (NCLB), and mandated state and federal reporting.

Conversely, the WDE652 collects actual employment details as they have occurred throughout the entire school year. In this manner, the WDE652 accounts for all changes in employment throughout the year, including modifications to contracts and turnover. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next fall's October 1st employment data in the Wyoming Funding Model.

Differences between the WDE602 and WDE652 Collections

Procedurally, the submission of the two collections differs in that the fall collection (WDE602) requires the submission of a schedule header and salary schedule where in the spring collection (WDE652) the salary schedule information is pulled from the fall WDE602 submission.

There are also differences in the reporting of hire and separation dates. In the fall collection (WDE602) districts will report persons who were hired or separated between July 1 and October 1 of the current year. In the spring collection (WDE652) districts will report persons who were hired or separated at any time during the school year (July 1 - June 30). Functionally, a hire date must be provided if a district failed to provide an employment record in the prior collection. Or if there was an employment record in the prior collection, but there was a separation date as well, for example if a person left and rejoined the district.

Instructions

Introduction

The instructions listed below are designed to provide an overview on the WDE602/WDE652 collections. These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at http://www.k12.wy.us/wise/Documents/CurrentDocs/WYOMING_SRM_062807_v3.pdf.

What's new for the 2009-10 WDE652?

New Education File

The Education File was introduced to districts in January of 2010 so districts could familiarize themselves with the new elements. It was also the intent of the Wyoming Department of Education (WDE) and the School Finance Data Advisory Committee to provide districts with additional time to locate and report staff information.

The Education file information is to be completed for all teachers, instructional facilitators, tutors, principals, intern principals and assistant principals. It collects information on when and where they retained their degrees as well as their course of study and GPA's for minors, majors, masters and doctorates. In addition it collects Praxis II test information.

These new elements will be discussed in further detail in the data element section.

New Assignment Code for Instructional Facilitator Classified

Last year the WDE created a new Certified Teacher Tutor Classified position (TUH) in response to district requests for a method to correctly report and identify certified teacher tutors whom are paid an hourly rate. After the WDE602 guidebook had been released it came to the WDE's attention that this same issue was occurring for a handful of districts paying their instructional facilitators an hourly wage as well. For that reason an Instructional Facilitator Classified assignment code was created (IFC).

The following codes for instructional facilitators, tutors and aides are available to facilitate full and accurate reporting for these position types:

- TUT - Certified Teacher Tutor Professionals
- TUH - Certified Teacher Tutor Classified
- INF - Instructional Facilitator Professional
- INC - Instructional Facilitator Classified
- AID - Aide (Instructional and Student Support) - Not Certified Teachers

We recommend that all districts review their assignments for persons performing these tasks and ensure you are reporting correct staffing data.

Revised Data Element Definitions for Annual Hours and Holiday Hours

Annual Hours - For classified positions, includes all work hours and any vacation or holiday hours for which the employee is compensated.

Holiday Hours - For classified positions, the number of holiday hours for which the employee is compensated.

Data Submission Process

Login

The first step in the data submission process is to login to the SRM. Each district has a SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password. It will be necessary to work with this person in submitting the data from this collection.

Overwriting Data

The potential exists for users to overwrite each other's data. A simple example of this includes Jill and Bob, whom are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within that file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs off the SRM on Tuesday afternoon. On Friday, Jill completes her edits within that file and then uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday.

In order to avoid a similar scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of this collection. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Preload Files

When districts enter the SRM to complete the Fall WDE602 they will need to "Preload" their data in order to pull updated files into the SRM so they may download them to their hard drives. Prior to the 2009 WDE602 this task was manually performed by the WDE technical department through several days of work. The process is now easily done by each district. Districts will log onto the SRM and click the "New Trial" link. Users will see a choice between "Preload" and "Upload". By checking the "Preload" link districts will have access to data in the state's data warehouse. The data will include updated Employment, Assignment, Experience and Education files with the prior years experience added in as well as the removal of staff that districts reported with a separation date in the previous school year. After files are preloaded they can be downloaded and saved as in years prior. Districts will only need to use the "Preload" link the first time they log onto the SRM.

Salary Schedule Files (Uploaded in the WDE602 Only)

Once the data files have been updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the “Run a Trial” link next to the WDE602 Salary Schedule heading on the main page of the SRM. Then, the user will click on the orange “New Trial” button. In the next screen, the user will upload the associated salary schedule files. **Please note that all associated files must be uploaded or the user will get an error message after clicking the “Import” button.** While the data are being uploaded, the program checks the data for errors. There are screen shots available in Appendix 3 to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded all errors must be corrected before uploading the Assignment/Employment/Experience/Education files. Please reference the Errors in Data section below for more information on how to correct the errors in the schedule. Once all errors have been fixed, the salary schedule needs to be sent to the WDE. Please reference the Send to WDE section below for more information.

If the district has both I and T salary schedules they will need to upload both.

Assignment, Employment, Experience and Education Files

After the salary schedule has been sent to the WDE (Done for the WDE602 collection only), the Assignment, Employment, Experience and Education files can be uploaded into the SRM. The process for uploading these files is similar to the Salary Schedule.

This can be done by clicking on the “Run a Trial” link next to the WDE602 or WDE652 Staff Employment, Assignments, Experience and Education heading on the main page of the SRM. Then, the user will click on the orange “New Trial” button. In the next screen, the user will **upload** the associated Assignment/Employment/Experience/Education files. Please note that all associated files must be uploaded or the user will get an error message after clicking the “Import” button. While the data are being uploaded, the program checks the data for errors. In the WDE602 submission the user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before the Assignment/Employment/Experience/Education files were uploaded. There are screen shots available in the Appendix to guide the user through uploading the files into the SRM.

Errors in Data

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. It should be noted that any errors must be corrected before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data. The user can make corrections offline and upload a corrected set of files. (Note: all editing must be done offline for the Salary files.)

The other option is to edit records online. On the main menu, the user can click the “Records” link. On the next screen, the user can click on one of the files listed on the left hand side of the screen. A list of records within that file will then be shown on the screen. The user can scroll through the list to find the record that needs editing. Once the editing is complete, the user must click on the “Save” button. After all edits are made, clicking the “Revalidate” button will start the program to check for errors. Please note that online editing is only available for the Employment, Assignment, Experience and Education files.

Unless you are going to re-download your files after you’ve done on line corrections we recommend that you make all corrections off line.

Appendix 3 provides screen shots on identifying and reconciling errors and warnings. It also provides insight on editing the Staff files online.

Send to WDE

Once all errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. For both the Salary and Staff files, the “Send to WDE” button will turn blue at that time. Remember the Salary files are sent only in the WDE602 and must be sent prior to the Staff files. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

Download Finalized Data

The user has the option to download the submitted data files out of the SRM. One copy of each submitted data file should be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise.

Updating fall WDE602 data to facilitate spring WDE652 submission

First, make sure to save original copies of your final (submitted) set of fall WDE602 files. Then, make a second copy of these files to use in updating changes to employment details throughout the school year.

Districts will find that continuous updating of fall WDE602 data will vastly simplify final preparation and submission of spring WDE652 files. Remember to only update copies of the WDE602 submission files, not the original files.

Collection Schedule

Introduction

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the WDE652, the due date is **June 30, 2010**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should load data no later than June 23, 2010. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

WDE652 Collection Schedule

**WDE 652
Collection Window
May 17 - June 30, 2010**

Data Element Definitions, Uses and Authority

Introduction

In this section we will define elements and provide information as to why we collect the data and our authority to do so. Data elements that are repeated in multiple files, such as WISE Staff ID, will only be explained once. Elements are not listed in the exact order they are seen in the files but grouped together into categories.

Staff/Employment Elements

Staff Demographics

WISE Staff ID - The WISE Staff ID is a seven digit identifier that the Wyoming Department of Education assigns to all district staff. It was implemented in 2005 in order to safely transmit staff information without compromising identity. WISE Staff IDs can be retrieved from the Wyoming Department of Education Fusion portal <http://fusion.edu.wyoming.gov> by your district's WISER ID Administrator.

Staff Name Prefix - A title used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., and Colonel. The prefix can be up to eight characters in length.

Staff First Name - Staff member's first name. This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. Please use formal names rather than preferred, for example, William rather than Bill.

Staff Middle Name - Staff member's middle name

Staff Last Name - Staff member's last name. This element exists in all four files so that the district and WDE have an easily recognized identifier when reviewing data. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected.

Staff Name Suffix - Generation indicator or degrees earned e.g. Sr., Jr., Ph.D.

Staff Former Name - Most recent previous last name this staff member may have used e.g. maiden name.

Staff Date Of Birth - Staff member's date of birth, to be entered in the YYYYMMDD format.

Staff Gender - Staff member's gender, to be entered M or F.

Race and Ethnicity Elements

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data. The guidance took effect on December 3, 2007, and full implementation was required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) required districts to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

What does this mean for districts?

The new federal collection standards mandate that districts must provide ALL STUDENT AND STAFF the opportunity to re-identify their race/ethnicity via the following guidance provided by the USDE. Staff and parents should be informed that race/ethnic information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

Further Resources:

Federal Guidance: <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

Managing an Identity Crisis from the National forum on Education Statistics:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

Valid values for all six fields are: Y or N (Y = Yes, N = No)

None of these fields can be left blank. If Hispanic Ethnicity = Y (Yes), at least one of the race data fields must also be Y (Yes) and more than one race can be Y (Yes). All race fields cannot be reported as N (No).

The identifiers are:

Asian Race - Is this staff member of Asian Race?

Black Race - Is this staff member of Black Race?

Indian Race - Is this staff member of American Indian/Alaskan Native Race?

Pacific Islander Race - Is this staff member of the native Hawaiian or Pacific Islander Race?

White Race - Is this staff member of White Race?

Hispanic Ethnicity - Is this staff member of the Hispanic or Latino Ethnicity?

Separation and Hire Dates

Separation and Hire dates are reported for persons who are either entering or leaving the district in the current fiscal year (July 1 - June 30). For all other employees this field will be blank. However, if a district fails to report the separation date for someone who left in the prior year they can still enter a separation date and delete the employees Assignment, Experience and Education files.

Separation Date - If the staff member is no longer employed by the district during the current fiscal year, a valid date (YYYYMMDD) must be entered.

If staff resigned and did not earn income during the current fiscal year the district will enter a base salary of 0 and delete the Assignment, Experience and Education files. If the individual did earn income in the current fiscal year the base salary, contract days and time or annual hours will need to be adjusted accordingly and all four records submitted.

Hire Date - New staff member hire date. Only report a hire date for staff members hired during the current fiscal year (July 1 - June 30). A valid date (YYYYMMDD) must be entered.

Collection of Separation and Hire Dates facilitates quality assurance of employment and assignment data utilized in the calculation of FTE values for the Wyoming Funding Model.

Degree and Licensure Information

Degree - Highest degree earned by a staff member.

N - None

P - ParaHQ (Paraprofessional Highly Qualified without Associates Degree as defined in No Child Left Behind - 1119(c))

A - Associates

B - Bachelors

M - Masters

D - Doctorate

Staff education level is utilized in federal reporting under No Child Left Behind (NCLB).

License Type - A valid three letter assignment code (found in Appendix 1).

Note: Districts are only required to report licensure information for positions in Appendix 1. These fields will be left blank for a majority of employees. Also be aware that there are numerous positions listed on Appendix 1 that require either a license or a PTSB endorsement. If employees have endorsements in these assignments then please leave the licensure fields blank.

License State - State the license was issued. Persons working in Wyoming are required to have a Wyoming State License therefore this field will always be WY.

License Number - Wyoming state license number

License Issue Date - Date license was issued, must be a valid date (YYYYMMDD).

License Expiration Date - Date license expires, must be a valid date (YYYYMMDD).

License data is collected to monitor enforcement of W.S.21-7-303 (in conjunction with collection of assignment data and cross reference of PTSB data).

District ID and Primary Assignment Location

District ID - A seven digit identifier assigned to all districts by the Wyoming Department of Education.

Base School ID - A seven digit identifier assigned by the Wyoming Department of Education. The school a staff member is assigned to for the greatest amount of time; can also be a district ID.

Base Salary and Salary Schedule Information

Base Salary - Base salary is an employee's annual pay for core contract duties (as defined by the district) and does not include extra salary.

Schedule ID - The ID for the salary schedule that an employee is on (either I or T). If an employee is not on a salary schedule this field is left blank.

Column Header - If this staff member is on a salary schedule, the column number of their schedule placement.

Row Number - If this staff member is on a salary schedule, the row number of their schedule placement.

Salary data is collected for use in the Wyoming funding model, for federal reporting under NCLB, and for state reporting under W.S. 21-3-110(a) (ii) (A).

Insurance Option

In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.

In 2009 the codes were redefined to the following:

| INSURANCE_OPTION_CODE | INSURANCE_OPTION |
|-----------------------|--------------------------|
| EO | Employee Only |
| FY | Family |
| NA | None |
| SC | Split Contract |
| ES | Employee Plus Spouse |
| EC | Employee Plus Child(ren) |

Note: You must review your employees and place them in one of the categories listed above based on the State plan participation requirements. For definitions use the following link.

<http://personnel.state.wy.us/EGI/2009HealthPlanBook-Active.pdf>

WDE Calculated Fields in the Employment File

FTE - The sum of all Assignment FTEs is a field that is provided by the Wyoming Department of Education. The calculations used to determine FTE are described in Appendix 2.

Total Salary - Total salary is the sum of an employee's Base Salary (annual pay for core contract duties) and Extra Salary (bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, and overtime).

Assignment Elements

Assignment Code, Teacher Type, and Lowest and Highest Grade Served

Assignment Code - Assignment codes are three character codes provided by the Wyoming Department of Education for all work assignments. Current and Active Assignment codes can be found in the Reportable Combinations document on the WISE website, <http://www.k12.wy.us/wise/>.

Persons can be reported with one or multiple assignments depending on how many roles they have within the district.

Note: All assignment codes consist of three letters except for the Elementary Grades teacher code (EL0) which ends in a zero.

Teacher Type - Teacher type is a two letter code indicating if a teacher is a Teacher of Record (TR) or Teacher Not of Record (NT).

Assignments that are not teaching positions will leave this field blank. All assignments are defined as TR, NT or blank on the Reportable Combinations hand out.

Instructional Position Types - Reporting Guidance:

- A "Teacher of Record" is a certified teacher who is generally responsible for planning lessons, instruction, and assigning grades and credits. "Teacher of Record" positions are reported using subject specific assignment codes and a teacher type value of TR.
- A "Teacher Not of Record" is a certified teacher who provides classroom instruction as part of a team with a Teacher of Record, to a specific student in an inclusion setting, or as a Special Education Specialist providing one-on-one instruction in a Resource Room. A "Teacher Not of Record" may assist in planning lessons but do not assign grades or credit. "Teacher Not of Record" positions are reported using subject specific assignment codes and a teacher type value of NT.
- A "Tutor" is a certified teacher assigned to provide supplementary instruction working with individuals or small groups of students. A "Tutor" is not involved in course planning and does not assign nor influence assigning of grades or credits. Unlike "Teacher of Record" and "Teacher Not of Record" required teacher certification for a "Tutor" is not subject specific. "Tutor" positions are reported using one of the specific Tutor assignment codes (TUT or TUH). The teacher type field is left blank.
- "Instructional Aide" reporting should be used for any instruction provided by an individual not holding active teacher certification or that does not fit under the descriptions for "Teacher of Record," "Not Teacher of Record," or "Tutor".

“Instructional Aide” positions are reported using the AID assignment code. The teacher type field is left blank.

Lowest Grade Served - The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

Highest Grade Served - The highest grade this staff member serves for this assignment, not the highest grade served at the organization. Valid codes are PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.

Assignment Code, Teacher Type, and Lowest and Highest Grade Served are collected to monitor enforcement of W.S.21-7-303, for NCLB Highly Qualified Teacher monitoring and reporting, for use in the Wyoming Funding Model, and for state reporting under W.S. 21-3-110(a)(ii)(A).

School ID

School ID - The school ID is a seven digit identifier assigned by the WDE of where the assignment occurs, if the staff member is assigned to multiple schools then there must be a separate assignment for each school.

Contract Days, Time, Annual Hours and Holiday Hours

Contract Days - Contract days are provided for **Non-Classified Staff Only**. The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 180 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 260 days.

Time - Time is provided for **Non-Classified Staff Only**. The percentage of time (percent of each day worked) contracted for each non-classified assignment. It is a numeric value between 1.00 and 100.00 with 100.00 being equivalent to a full time contract as defined by the district.

Annual Hours - Annual hours are provided for **Classified Staff Only**. Annual hours are the total number of hours a classified staff member spends for this assignment during the fiscal year (July 1 - June 30). Annual hours can be a number between 1 and 2,080 and should include both work hours and paid holiday hours

Holiday Hours - Holiday hours are provided for **Classified Staff Only**. Holiday hours are number of paid holiday hours received during the fiscal year for this assignment.

Contract Days, Time, Annual Hours and Holiday Hours are collected to facilitate calculation of a statewide, standardized FTE which is utilized in the Wyoming Funding Model, state reporting under W.S. 21-3-110(a)(ii)(A), and federal reporting under NCLB. FTE calculation methodology is provided in Appendix 2.

Extra Salary

Extra Salary - Extra salary consists of bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, overtime, or any other district specified duty. If a person has an extra salary assignment such as coaching the Contract days and time will be blank.

Salary data is collected for use in the Wyoming funding model, for federal reporting under NCLB, and for state reporting under W.S. 21-3-110(a)(ii)(A).

WDE Calculated Fields in the Assignment File

Salary - The assignment salary field is calculated by the WDE. For employees working multiple assignments, salary is divided proportionally by calculated Assignment FTE.

Employee Class - Employee class is provided and used by the WDE.

Assignment FTE - Assignment FTE is a field that is provided by the Wyoming Department of Education. It is a numeric percentage of time that is spent on the individual assignment. The calculations used to determine Assignment FTE are described in Appendix 2.

Experience Elements

Experience Group Code

Experience Group Code - Experience Group Code is where the assignment's experience accumulates. Experience group codes can be located on the Reportable Combinations resource.

Experience grouping is required for use in the Wyoming Funding Model, W.S. 21-13-309.

Experience Categories

Experience is a numeric value between 0.00 and 59.99. Experience from the previous year will be automatically updated by the WDE and sent to districts in the fall WDE602 preloaded file. Districts will only need to create additional, new experience records for new employees and persons who have changed position and are now working in a new experience group code. Only the number of FTE years received prior to the start of the current school year (2009-10) should be counted within these categories for the spring 2010 WDE652 data collection. For example a new teacher just out of college will have 0 years experience for all categories.

District Experience - The number of FTE years, prior to the start of the current school year, experience in the district where they are currently employed.

Other WY District Experience - The number of FTE years, prior to the start of the current school year, experience in any other Wyoming public school district.

WY Institutional Experience - The number of FTE years, prior to the start of the current school year, experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized by the United States Department of Education.

Out of State Public School Experience - The number of FTE years, prior to the start of the current school year, experience in an accredited K-12 public school outside of Wyoming. The total FTE years experience need to be reported regardless of the district's policy governing the number of FTE years experience they will accept for placement on the district's salary schedule.

Out of State Institutional Experience - The number of FTE years, prior to the start of the current school year, experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education.

WY Non Public School Professional - The number of FTE years, prior to the start of the current school year, experience at a Wyoming non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix 1).

Out of State Non Public School Professional - The number of FTE years, prior to the start of the current school year, experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. Note: This experience should be reported only for licensed staff assignments (see Appendix 1).

Experience categories are required for use in the Wyoming Funding Model, W.S. 21-13-309.

Education Elements

Wyoming has been working on a robust system of longitudinal data collection for many years. Our WISE data system is recognized as a national leader as we work to comply with the America COMPETES act. While our focus has been on gathering student data, we have also collected a fair amount of data related to teachers. We collect data in two large categories: 1) compliance with federal and state reporting requirements; and 2) data related to the school finance model.

Section 14005(d) of Division A of the American Recovery and Reinvestment Act of 2009 (ARRA) requires a state receiving funds to provide assurances in four key areas, one of which is "(a) achieving equity in teacher distribution." Federal guidance in this area requires states to "assure that it will take actions to improve teacher effectiveness"

Under ARRA, states are also required to improve the collection and use of data, and Wyoming has provided an assurance that it will establish a statewide longitudinal data system that includes the elements described in section 6401 (e)(2)(D) of the America COMPETES Act. Standard elements in this category require the state to provide teacher data that includes teacher impact on student achievement.

Federal “Race to the Top” grant guidelines go further in outlining federal expectations around teacher data, including “recruiting, rewarding, and retaining effective teachers and principals.” Wyoming has reviewed data collections in other states recognized for compliance in these areas. The information requested in the WDE652 education file reflects the minimum information collected in many states.

With regard to state efforts, the Legislature has most recently appointed a Select Committee on School Finance Recalibration. This committee is charged with evaluating all model components. Because staff compensation constitutes well over 80-percent of model generated resources, teacher experience is a critical part of the compensation resource. W.S. 21-2-20(c)(ii) directs the state superintendent to “collect data from school districts necessary for the Department to administer the school finance system.”

Additionally, language in section 334 of House Enrolled Act 46 (Government appropriations) specifies that “The department of education, school districts and the school data advisory committee....shall collect and provide the information requested by the committee.” We would like districts to understand that we are not asking them to pay for any of the information requested in this section such as Praxis II test scores or transcripts.

Degree Institution

Degree Institution - The education file collects the degree institution for a bachelor degree, as many as two master degrees and a Doctorate degree if applicable. Degree Institution codes (OPEID codes) are up to eight characters and can be alphanumeric although most codes are comprised of seven digits.

If a person obtained two bachelors from different institutions list the most relevant to their position in the Degree Institution, Degree Year and Degree GPA fields.

Institution codes or OPEID codes can be retrieved from the WISE web site,
<http://www.k12.wy.us/wise/>

Note: If the institution in question is not on the list and the OPEID cannot be found through an internet search, put N/A in the field.

Preparation Program Institution

Preparation Program Institution - The Preparation Program Institution is the location where the staff member acquired their teaching certificate. Preparation Program Institution codes (OPEID codes) are up to eight characters and can be alphanumeric although most codes are comprised of seven digits.

Institution codes or OPEID codes can be retrieved from the WISE web site,
<http://www.k12.wy.us/wise/>

Note: If the institution in question is not on the list and the OPEID cannot be found through an internet search, put N/A in the field.

Degrees, GPAs, and Degree Year

Districts have been asked to report the degrees earned by their non-classified staff as well as their GPAs (Grade Point Averages) and the year degrees were obtained.

Degrees - The Education File asks for up to two Bachelor minor and two Bachelor major degrees, as many as two Master degrees, and one Doctorate. Instead of typing in the name of the degree use the CIP code. CIP codes are available on the WISE web site, <http://www.k12.wy.us/wise/>. If an individual has more than two bachelor majors please list the degrees most relevant to their job. CIP codes are two digits followed by a period, followed by four more digits, for example the code for Elementary Education is 13.1202. This code would be used whether it was a bachelors, masters etc.

Grade Point Averages - Grade Point Averages are numbers between 0.00 and 4.00 and can be located post-secondary transcripts.

Note: Persons who graduated in the mid sixties or earlier may not have GPA's listed on their transcripts. If this is the case please enter 0.00 so the data analyst can see that the field was not skipped over.

Degree Year - The year the degree(s) were conferred.

Praxis II Test Results

“Praxis II subject assessments measure knowledge of specific subjects that K-12 educators will teach, as well as general and subject-specific teaching skills and knowledge”
...<http://www.ets.org>

Currently the Wyoming Professional Teaching Standards Board (PTSB) requires Elementary and Social Studies teachers to take the Praxis II test in their content area in order to be endorsed in the State of Wyoming.

The WDE is collecting the Praxis II test information on up to four Praxis tests on all individuals that have taken the test, not just those required to by PTSB. Elements being collected are:

1. Praxis II Test Content Area Code
2. Praxis II Test Score
3. Praxis II Test Results
4. Praxis II Test City Administered
5. Praxis II Test State Administered
6. Praxis II Test Country Administered
7. Praxis II Test Year Administered

Should you have a non-classified staff member who has taken more than four tests report the test results that are in content areas most relevant to their current assignment.

Praxis II Content Area - Although the State of Wyoming requires a Praxis II exam for only Social Studies and Elementary Education other states have different guidelines so if you have a teacher who moved here from another state it is possible that they took the Praxis II test in another subject area. The Praxis II content areas (or test subjects) are listed in a separate tab in the WDE602/WDE652 file specs. They are assigned a numeric value between 11 and 951.

Praxis II Test Score - Praxis II test score results, a number between 100 and 200.

Praxis II Test Results - Was the test passed (P) or failed (F).

Praxis II Test City Administered - City where the test was taken.

Praxis II Test State Administered - State where the test was taken, if the testing was outside the U.S. this field may be blank. This field could also be used for provinces etc.

Praxis II Test Country Administered - Country where the test was taken.

Praxis II Year Administered - Year Praxis II test was taken YYYYMMDD.

WDE602/WDE652 Frequently Asked Questions

Introduction

Throughout the years, the WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the data steward should be contacted for clarification. For this collection, there are two Frequently Asked Questions (FAQ) tables: one for content questions and the other for submission questions. Both FAQ tables will be updated periodically as more questions arise.

Content Questions and Answers

| # | Question | Answer |
|----|--|---|
| 1 | Who do I contact regarding content questions? | Susan Williams 777-6252. |
| 2 | What is considered full time (1 FTE) for a classified employee? | They must work a minimum of the student days (usually 175) and eight hours per day. Calculation: 175 (days) * 8 (hours) = 1400 work hours. (Work Hours = Annual Hours - Holiday Hours) |
| 3 | What does “separation date” mean? | The separation date is the date the staff member was no longer employed by your district. The date must be on or after the hire date. Separation dates after October 1 will be reported on the WDE 652 in the Spring. Anyone who separated PRIOR to July 1 of the current fiscal year and failed to be reported as separating on prior staffing collections or earned \$0 in the current fiscal year should have their separation date added to the Employment file, their base salary changed to 0.00, and their Assignment, Experience and Education files deleted. |
| 4 | What should I do about a staff member that separated during the school year? | You will need to add a separation date, adjust their base salary, and adjust their contract days or annual hours to reflect what they actually worked during the current fiscal year. This will in turn correct their FTE. |
| 5 | What does “hire date” mean? | The hire date is the date the staff member was employed by your district. This date only needs to be reported for persons hired in the current fiscal year. In the WDE602 report persons hired on or before October 1. In the WDE652 report persons hired in the current fiscal year (July 1 - June 30). |
| 6 | What is the definition of the “Base Salary”? | Base Salary is the employee’s annual pay for core contract duties (as defined by the district) and does not include extra salary. If a staff member is on a salary schedule and he/she has 1 FTE, the base salary should match the schedule salary. If an employee only has assignments for extra salary, for instance coaching, time and contract days are 0 (assignment file) and base salary is 0 (employment file). |
| 7 | What is the difference between the schedule and the base salary? | The base salary is the annual pay for core contract duties; the schedule salary is the salary that corresponds with where they are placed on the district salary schedule. If the staff member’s time is 100 and the contract days are the same as the scheduled days, then the base and schedule salaries should be the same. |
| 8 | How do we list an hourly staff member’s base salary? | Because base salary is an annual amount, you will need to calculate the base salary by multiplying the hourly rate of pay by the number of work hours. (Work Hours = Annual Hours - Holiday Hours) |
| 9 | Why doesn’t a staff member’s FTE equal 1 when I enter 100% time? | If they are on a salary schedule, check the contract days you entered in the assignment file compared to the contract days you entered in the salary schedule header file. If they don’t match, the FTE will not calculate to 1. If they are not on a salary schedule then compare the contract days to your district’s student days. If the contract days are less than the student days the FTE will also not calculate to 1. |
| 10 | What if a staff member works in more than one school? | Identify (by school ID) at which school each assignment is performed in the assignment file and adjust their Time accordingly. |

| | | |
|----|--|---|
| 11 | What if I have a staff member that changes positions in the middle of the year? (Relevant on WDE652). | You will need to adjust their annual hours/contract days and maybe percent of time for their “old” assignment and add their “new” assignment with annual hours/contract days and maybe percent of time for the remainder of the year. You will also need to adjust their base salary and add a new experience record if needed. |
| 12 | What if I have several staff members who are on salary schedules, however not the teacher’s salary schedule that was submitted in the fall WDE602? | If they are not on the salary schedule(s) you submitted in October, do not list a column or row for them in your Employment file. If there is a column or row listed, you must have a schedule ID listed as well. Either all three fields, Schedule ID, Column and Row, must have values or none of those fields should have values. |
| 13 | What is the difference between the assignment FTE and employment FTE? | The assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same. |
| 14 | How do I know which assignment codes and teacher types correspond with which experience group codes? | Please refer to the Reportable Combinations handout that shows the correlation between assignment codes, teacher types and experience group codes. |
| 15 | Do I need to list experience for previous assignments that a staff member is not currently performing? | No. The experience will be calculated by the WDE and included in the WDE602 preloaded information. It should not be changed for any staff member unless they are a new hire (between 7/1 and 10/1 on the WDE602 and 10/2 and 6/30 on the WDE652). Or if they have changed their assignment during the year that would change their experience group code. Then you should add the new code with zero years of experience. Employees may work in more than one experience group codes throughout the year. |
| 16 | What if I have a staff member over the age of 72 or younger than 16? | You can still enter them, although you will get a warning and will need to verify he/she is indeed under the age of 16 or over 72. |
| 17 | What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district, i.e., a school nurse? | The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No <u>school</u> personnel should be assigned to the district - that means school secretaries, teachers, etc. <u>District</u> personnel should be assigned to the district - such as business managers, superintendents, curriculum coordinators, etc. |
| 18 | Can I assign my school nurse a set percentage of time to Special Education School Nurse (XSN)? | No. To report a licensed professional assignment using a Special Education specific assignment code, the position must be specified in a student’s IEP. |
| 19 | How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class? | Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time or contract days, only extra salary. |
| 20 | How do I report my new staff members without a WISE Staff ID? | You will need to log onto the Wyoming Department of Education Fusion Portal at http://fusion.edu.wyoming.gov and enter the State Registration System under the Admin tab to get a WISE Staff ID for each new staff member before submitting your files. All staff members must be reported with WISE Staff IDs. |
| 21 | What if a staff member has more than one assignment? | Report <u>all</u> of a staff member’s assignments in the assignment file. |
| 22 | What does it mean that my data is based on an October 1 st snapshot? (Relevant in the Fall WDE602). | It’s what is expected to be worked in your district for the entire school year on October 1 st . E.g.; who is employed and what duties they will be performing both semesters. |
| 23 | If my school serves grades 9-12, do I need to enter my teachers as teaching 9-12? | No, your low grade/high grade combination should be based on the assignment, not the school grade configuration. |

| | | |
|----|---|---|
| 24 | What if my district doesn't have the five insurance options of employee only, split contracts, employee plus spouse, employee plus children, and family coverage? What code do I use for each of my staff members? | Read each of the data elements definitions and use the most appropriate code that best suits the staff member's insurance option. |
| 25 | Can I select that an employee participates in the district health insurance plan if the district pays the employee the equivalent of the "employee only" premium for a health reimbursement account, but the employee doesn't actually participate in the district health insurance plan? | No, you cannot select that the employee participates in the district health insurance plan. The benefit being paid to the employee is solely at the discretion of the district and is above and beyond for non-participants and thus would not qualify. W.S. 21-13-313(m)(F) states, "...health insurance shall be based upon (l) Prior year statewide average district weighted actual participation in district health insurance plans..." |
| 26 | How do I enter a staff member's time/contract days if they work all year but only half time? | <u>Example 1:</u> Where an employee is on a salary schedule with schedule days of 186, you would enter assignment contract days as 186 and time as 50% (meaning 50% of each day is worked). For this example, FTE calculated by the WDE will be 0.5. <u>Example 2:</u> Where an employee is not on a salary schedule and works at a school/district with 176 student days, you would enter assignment contract days as 176 (or more if applicable) and time as 50% (meaning 50% of each day is worked). For this example, FTE calculated by the WDE will be 0.5. |
| 27 | How do I enter a staff member's time/contract days if they worked full time but for only half the year? | <u>Example 1:</u> Where an employee is on a salary schedule with schedule days of 186, you would enter assignment contract days for the assignment (for this example 93 is half of 186) and time as 100% (meaning 100% of each day is worked). For this example, FTE calculated by the WDE will be 0.5. <u>Example 2:</u> Where an employee is not on a salary schedule and works at a school/district with 176 student days, you would enter assignment contract days for the assignment (for this example 88 is half of 176) and time as 100% (meaning 100% of each day is worked). For this example, FTE calculated by the WDE will be 0.5. |
| 28 | Where would I enter experience for a new school nurse that had experience in a clinic outside of Wyoming? | You would enter that experience in OutofStateNonPublicSchoolProfessional provided they meet the criteria described in the 'Definitions' in the data elements file. |
| 29 | I have several teachers that have taught at a college or university. How do I figure an FTE for them when they work 2 hours per day, 3 days per week? | You will need to look at each post secondary institution's definition of a full-time teacher to determine the FTE for experience gained from that college or university. (i.e., UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar) |
| 30 | Do I need to figure experience in all categories for my newly hired classified staff? | No, for classified staff we only need "district" and "other WY District" experience. |
| 31 | If my staff that require a license all have permits issued by PTSB, do I need to put their license information in? | No, but keep in mind if you don't enter that data and they don't have a permit issued from PTSB, they will show up on your Potential Misassignment Report. |
| 32 | If the post secondary institution I am looking for is not on the OPE ID code list what do I do? | Perform an internet search for the OPE ID (example search terms: University of Minnesota Twin Cities OPE ID code). If you are unable to locate the code put N/A in the field. |
| 33 | What does the term "Option" mean on transcripts? | A post secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652. |

| | | |
|----|---|--|
| 34 | Do I need to report Praxis II information for all teachers? | No, not all teachers in Wyoming have taken the Praxis II test. Currently in Wyoming it is only required for Elementary and Social Studies endorsements. However, if you have a teacher that has taken the Praxis II test and is a Science teacher you will need to report their Praxis II information. |
| 35 | Can you provide an example of where certain experience should be reported? | <ul style="list-style-type: none"> • St. Stephen School is a BIA school and has USDE certification <ul style="list-style-type: none"> □ <i>WYInstitutional Experience</i> • Cathedral School (or any other religious based school that does NOT have USDE certification) <ul style="list-style-type: none"> □ <i>Since it is not accredited by an agency recognized by the USDE this experience cannot be reported.</i> • Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by PTSB) <ul style="list-style-type: none"> □ <i>This wouldn't be reported since it is not a K-12 or post secondary institution</i> • State Hospital <ul style="list-style-type: none"> □ <i>Only for staff such as an OPT or a nurse and it would be reported in the WYNonPublicSchoolProfessional</i> • Department of Defense Schools <ul style="list-style-type: none"> □ <i>OutOfStateInstitutionalExperience assuming they are teaching K-12 or post-secondary courses and institution is accredited by an agency recognized by the USDE</i> • Any Collegiate Instruction Experience <ul style="list-style-type: none"> □ <i>OutOfStateInstitutionalExperience only if the post-secondary institution is accredited by an agency recognized by the USDE</i> • Adult Basic Education Teachers <ul style="list-style-type: none"> □ <i>This wouldn't be reported</i> |
| 36 | How do I edit the spelling of a Staff Member's Name? | All three files ask for full name. However, edits must be made in the Employment file only. |
| 37 | How do I report a teacher who has two bachelors from two different institutions | Report the Bachelor Institution, Degree Year and GPA of the degree that is most relevant to their current position. |

Submission Questions and Answers

| # | Question | Answer |
|----|---|---|
| 1 | Who do I contact regarding submission questions? | Leslie Zimmerschied at 307-777-8751 |
| 2 | Who do I contact regarding username and passwords for the State Report Manager? | Your district's WISE Coordinator |
| 3 | Who do I contact regarding the WISE project as a whole? | Cassie Lallak at 307-777-5463 |
| 4 | Who do I contact if I need help looking up or retrieving a WISERStaffID (WISE Staff identification number)? | Susan Williams at 307-777-6252 |
| 5 | Where can I find more information on the elements within this collection? | http://www.k12.wy.us/wise/ |
| 6 | How many data files should be submitted for the WDE602 collection? | It depends. Everyone will submit <u>at least</u> six files. If your district has a "T" Salary schedule, you will be required to submit eight files. All eight files are listed below. <ol style="list-style-type: none"> 1. Staff/Employment 2. Assignment 3. Experience 4. Education 5. Salary Header "I" 6. Salary Schedule "I" 7. Salary Header "T" 8. Salary Schedule "T" |
| 7 | How many data files should be submitted for the WDE652 collection? | Everyone will submit four files. The WDE will use the salary schedule information submitted in the fall WDE602. The four files are listed below. <ol style="list-style-type: none"> 1. Staff/Employment 2. Assignment 3. Experience 4. Education |
| 8 | Which of the data files can be downloaded from the State Report Manager? | There may be eight files that can be downloaded from the State Report Manager. All will contain last year's data. They are: <ol style="list-style-type: none"> 1. Staff/Employment 2. Assignment 3. Experience 4. Education 5. Salary Header "I" 6. Salary Schedule "I" 7. Salary Header "T" (if applicable to your district) 8. Salary Schedule "T" (if applicable to your district) |
| 8 | How will I know when I can send the data to WDE? | You can send your data to WDE after you have corrected all of your errors and looked over all of your warnings. The "Send to WDE" button will turn blue for the Salary and Staff files after all errors have been corrected. |
| 9 | I need to make a correction in one of my Staff files. Do I need to upload all four files? | Yes. Anytime you need to upload a corrected Staff file, you will need to upload all four files even if you didn't make a correction in the other three. |
| 10 | I made a correction to my Staff files online. What do I do now? | First, make sure you save your correction. Then, click on the "Revalidate" button. This will start the program that checks for errors in your data files. If you do not have any errors and you have looked over all of your warnings, you can go ahead and click "Send to WDE." If you make changes in the SRM you will want to download a |

| | | |
|----|---|--|
| 11 | Why isn't there a revalidate button for the Salary files? | <p>corrected version of the files to your hard drive.</p> <p>If you need to make a correction to your Salary header or schedule, you must do that <u>offline</u>. Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a "Revalidate" button for the Salary files.</p> |
| 12 | How can I edit my Salary files online? | <p>If you need to make a correction to your Salary header or schedule, you must do that offline. Online corrections are only available for the Staff files. Once you upload your new Salary files, the program will automatically check your Salary files for errors. Thus, you will not need a "Revalidate" button for the Salary files.</p> |

Appendix 1: Licensure Information

Assignment Codes that Require a License from the State of Wyoming

| Assign Code | Assignment Description | License Type Code | License Type Description |
|-------------|---|-------------------|---|
| LPT | Physical Therapist | LPT | Physical Therapist |
| OTA | Certified Occupational Therapy Assistant (COTA) | OTA | Certified Occupational Therapy Assistant (COTA) |
| OTR | Occupational Therapist | OTR | Occupational Therapist |
| PTA | Physical Therapy Assistant | PTA | Physical Therapy Assistant |
| XOT | Special Education - Occupational Therapist | XOT | Special Education - Occupational Therapist |
| XPT | Special Education - Physical Therapist | XPT | Special Education - Physical Therapist |
| XTA | Special Education - Physical Therapy Assistant | XTA | Special Education - Physical Therapy Assistant |
| XTR | Special Education - Certified Occupational Therapy Assistant (COTA) | XTR | Special Education - Certified Occupational Therapy Assistant (COTA) |

Assignment Codes that Require a Wyoming State License or PTSB Endorsement

| Assign Code | Assignment Description | License Type Code | License Type Description |
|-------------|--|-------------------|--|
| AUD | Audiology | AUD | Audiology |
| COU | Counseling | COU | Counseling |
| SNR | School Nurse | SNR | School Nurse |
| SPA | Speech Pathologist | SPA | Speech Pathologist |
| SPS | School Psychologist | SPS | School Psychologist |
| SSW | School Social Worker | SSW | School Social Worker |
| XAU | Special Education - Audiology | XAU | Special Education - Audiology |
| XCO | Special Education - Counseling | XCO | Special Education - Counseling |
| XPY | Special Education - School Psychologist | XPY | Special Education - School Psychologist |
| XSN | Special Education - School Nurse | XSN | Special Education - School Nurse |
| XSP | Special Education - Speech Pathologist | XSP | Special Education - Speech Pathologist |
| XSS | Special Education - School Social Worker | XSS | Special Education - School Social Worker |

Appendix 2: FTE Calculation for Assignment Salary

Calculation Components

- **FTE or Full-Time Equivalent:** A measure of quantified, standardized employee workload. A calculated FTE of 1.0 means that an employee is a full-time worker, while an FTE of 0.5 indicates that the worker is half-time.
 - To ensure statewide standardization and funding model alignment, calculation of FTE utilized at the state level is administered by the WDE. Calculation is undertaken using the following calculation components submitted by districts.
- School and District level metrics:
 - **STUDENT_DAYS:** As relates to school level staffing assignments this is the number of planned student days scheduled for a school in the current school year. In the case of district level assignments, the highest school level student day value in the district is used.
 - **SCHEDULE_DAYS:** Each salary schedule used and reported by a district is accompanied by a schedule days figure representing the number of days a non-classified employee must be contracted to be considered full time (assuming full days are worked).
- Non-Classified (Professional) Assignment related metrics:
 - **CONTRACT_DAYS:** The number of days contracted for each non-classified assignment.
 - **TIME:** The percentage of time (percent of each day worked) contracted for each non-classified assignment.
- Classified Assignment related metrics:
 - **ANNUAL_HOURS:** The number of annual hours scheduled for a classified assignment.
 - **HOLIDAY_HOURS:** The number of holiday hours scheduled for a classified assignment.
 - **WORK_HOURS** = ANNUAL_HOURS - HOLIDAY_HOURS

Experience Accrual

- District employees may be credited with working up to a total of 1.00 FTE in the current school year. This FTE is then rolled forward as prior experience for the employee in the following school year.
- A full 1.00 FTE is designed to be earned by a prototypical school or district employee working full days over the length of the school year as defined by the number of schedule days or student days (depending on assignment and employee type).
- As such, any employee working an extended school year or full calendar year also earns exactly 1.00 FTE. For these employees, initially calculated individual assignment FTE values summing to over 1.00 FTE are adjusted proportionately to sum to exactly 1.00. In the very rare cases where an employee works both non-classified and classified assignments, FTE values calculated for non-classified assignments take precedence over classified assignment FTE values when proportional adjustment is required.

FTE Calculations and Examples

1) Non-Classified (Professional) Assignment FTE calculation

a) When the staff member is on a district salary schedule:

i) Assignment FTE = (TIME * CONTRACT_DAYS) / SCHEDULE_DAYS

(1) Example: $(100\% * 184) / 184 = 1.00$ (work full time each day for a full school year)

(2) Example: $(50\% * 184) / 184 = 0.50$ (work half time each day for a full school year)

(3) Example: $(100\% * 92) / 184 = 0.50$ (work full time each day for half the school year)

(4) Example: $(100\% * 260) / 184 =$ capped at 1.00 (work full time each day for a number of days exceeding number of days considered a full school year)

b) When the staff member is not on a salary schedule:

i) Assignment FTE = (TIME * CONTRACT_DAYS) / STUDENT_DAYS

(1) Example: $(100\% * 176) / 176 = 1.00$ (work full time each day for a full school year)

(2) Example: $(25\% * 176) / 176 = 0.25$ (work quarter time each day for a full school year)

(3) Example: $(50\% * 88) / 176 = 0.25$ (work half time each day for half the school year)

2) Classified Assignment FTE calculation

i) Assignment FTE = WORK_HOURS / (STUDENT_DAYS * 8hrs/day)

(1) Example: $1408 / (176 * 8) = 1.00$ (work the exact amount of hours considered a full school year)

(2) Example: $1056 / (176 * 8) = 0.75$ (work three quarters the amount of hours considered a full school year)

(3) Example: $1960 / (176 * 8) =$ capped at 1.00 (work over the amount of hours considered a full school year)

(4) Example: Proportional reduction required

(a) Two assignments held by employee

(i) Assignment 1: WORK_HOURS = 1200, STUDENT_DAYS = 176

(ii) Assignment 2: WORK_HOURS = 500, STUDENT_DAYS = 176

(b) Initial FTE values for two assignments

(i) Initial Assn 1 FTE = $1200 / (176 * 8) = 0.8523...$

(ii) Initial Assn 2 FTE = $500 / (176 * 8) = 0.3551...$

(c) Sum of initial Assn 1 and Assn 2 FTE values = $0.8523... + 0.3551... = 1.2074...$

(d) Proportionally adjusted (final) FTE values

(i) Assn 1: Initial Assn 1 FTE / Sum of Initial FTEs = $0.8523... / 1.2074... = 0.7059...$

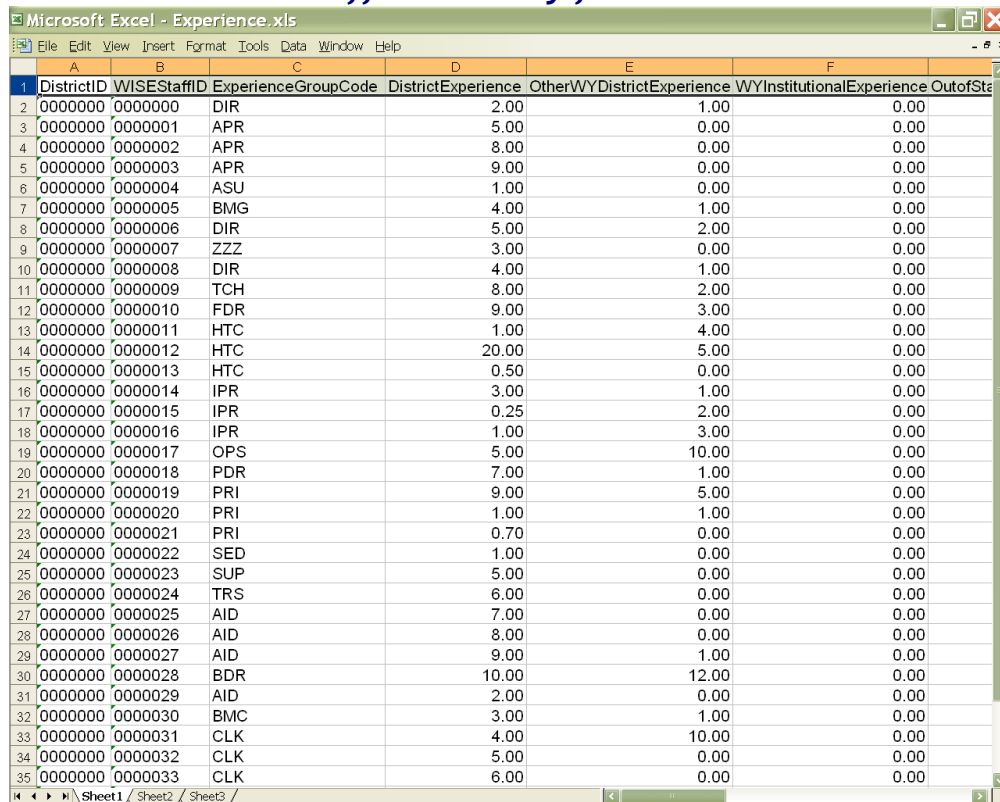
(ii) Assn 2: Initial Assn 2 FTE / Sum of Initial FTEs = $0.3551... / 1.2074... = 0.2941...$

(e) Sum of (final) proportionally adjusted FTEs = $0.7059... + 0.2941... = 1.00$

Appendix 3: State Report Manager Screen Shots for the WDE602/WDE652 Collections

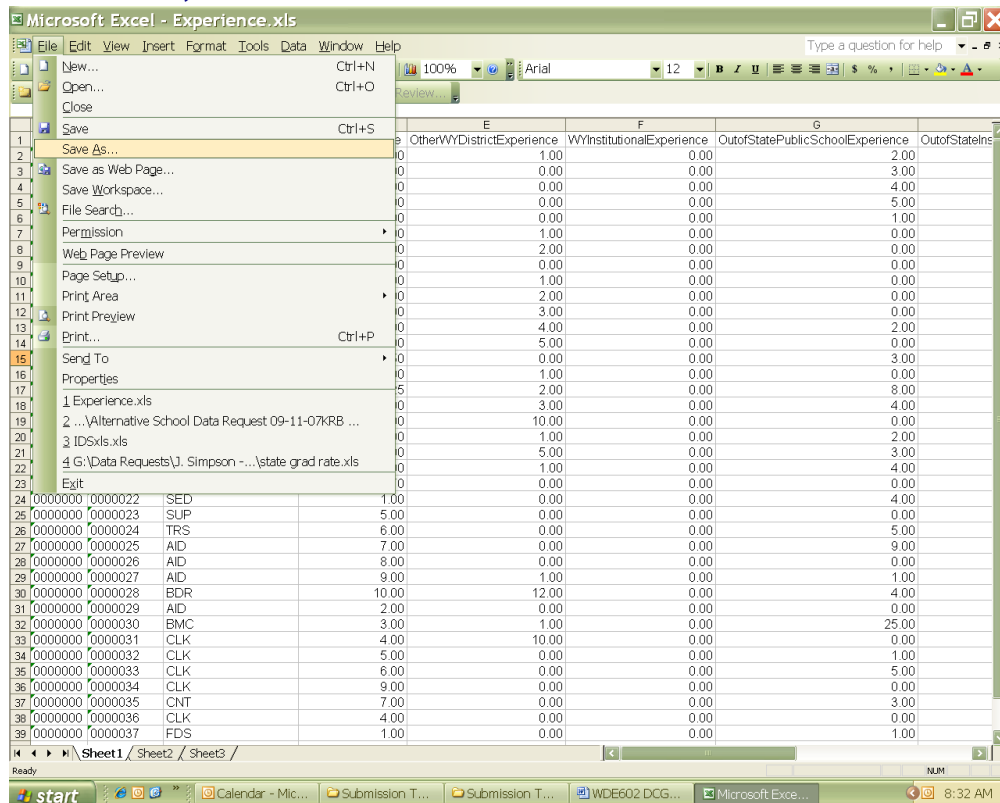
Converting an Excel Spreadsheet into a .CSV file

Step 1. Update data in the Staff and Salary files.

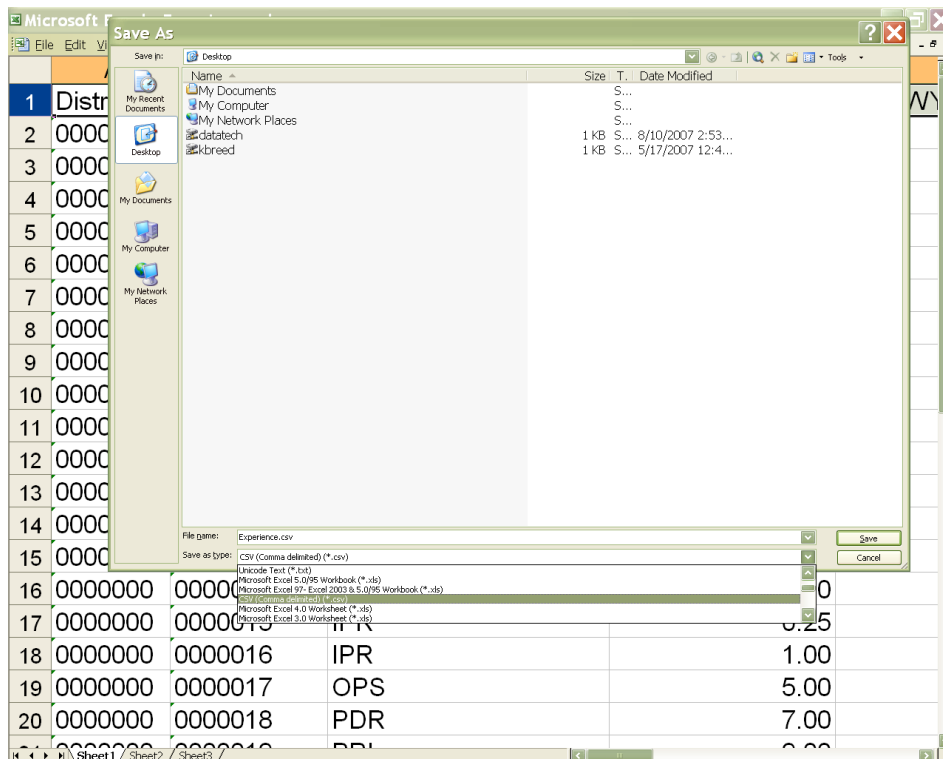


| | A | B | C | D | E | F | G |
|----|------------|-------------|---------------------|--------------------|---------------------------|---------------------------|----------------------|
| | DistrictID | WISEStaffID | ExperienceGroupCode | DistrictExperience | OtherWYDistrictExperience | WYInstitutionalExperience | OutofStateExperience |
| 2 | 0000000 | 0000000 | DIR | 2.00 | 1.00 | 0.00 | |
| 3 | 0000000 | 0000001 | APR | 5.00 | 0.00 | 0.00 | |
| 4 | 0000000 | 0000002 | APR | 8.00 | 0.00 | 0.00 | |
| 5 | 0000000 | 0000003 | APR | 9.00 | 0.00 | 0.00 | |
| 6 | 0000000 | 0000004 | ASU | 1.00 | 0.00 | 0.00 | |
| 7 | 0000000 | 0000005 | BMG | 4.00 | 1.00 | 0.00 | |
| 8 | 0000000 | 0000006 | DIR | 5.00 | 2.00 | 0.00 | |
| 9 | 0000000 | 0000007 | ZZZ | 3.00 | 0.00 | 0.00 | |
| 10 | 0000000 | 0000008 | DIR | 4.00 | 1.00 | 0.00 | |
| 11 | 0000000 | 0000009 | TCH | 8.00 | 2.00 | 0.00 | |
| 12 | 0000000 | 0000010 | FDR | 9.00 | 3.00 | 0.00 | |
| 13 | 0000000 | 0000011 | HTC | 1.00 | 4.00 | 0.00 | |
| 14 | 0000000 | 0000012 | HTC | 20.00 | 5.00 | 0.00 | |
| 15 | 0000000 | 0000013 | HTC | 0.50 | 0.00 | 0.00 | |
| 16 | 0000000 | 0000014 | IPR | 3.00 | 1.00 | 0.00 | |
| 17 | 0000000 | 0000015 | IPR | 0.25 | 2.00 | 0.00 | |
| 18 | 0000000 | 0000016 | IPR | 1.00 | 3.00 | 0.00 | |
| 19 | 0000000 | 0000017 | OPS | 5.00 | 10.00 | 0.00 | |
| 20 | 0000000 | 0000018 | PDR | 7.00 | 1.00 | 0.00 | |
| 21 | 0000000 | 0000019 | PRI | 9.00 | 5.00 | 0.00 | |
| 22 | 0000000 | 0000020 | PRI | 1.00 | 1.00 | 0.00 | |
| 23 | 0000000 | 0000021 | PRI | 0.70 | 0.00 | 0.00 | |
| 24 | 0000000 | 0000022 | SED | 1.00 | 0.00 | 0.00 | |
| 25 | 0000000 | 0000023 | SUP | 5.00 | 0.00 | 0.00 | |
| 26 | 0000000 | 0000024 | TRS | 6.00 | 0.00 | 0.00 | |
| 27 | 0000000 | 0000025 | AID | 7.00 | 0.00 | 0.00 | |
| 28 | 0000000 | 0000026 | AID | 8.00 | 0.00 | 0.00 | |
| 29 | 0000000 | 0000027 | AID | 9.00 | 1.00 | 0.00 | |
| 30 | 0000000 | 0000028 | BDR | 10.00 | 12.00 | 0.00 | |
| 31 | 0000000 | 0000029 | AID | 2.00 | 0.00 | 0.00 | |
| 32 | 0000000 | 0000030 | BMC | 3.00 | 1.00 | 0.00 | |
| 33 | 0000000 | 0000031 | CLK | 4.00 | 10.00 | 0.00 | |
| 34 | 0000000 | 0000032 | CLK | 5.00 | 0.00 | 0.00 | |
| 35 | 0000000 | 0000033 | CLK | 6.00 | 0.00 | 0.00 | |

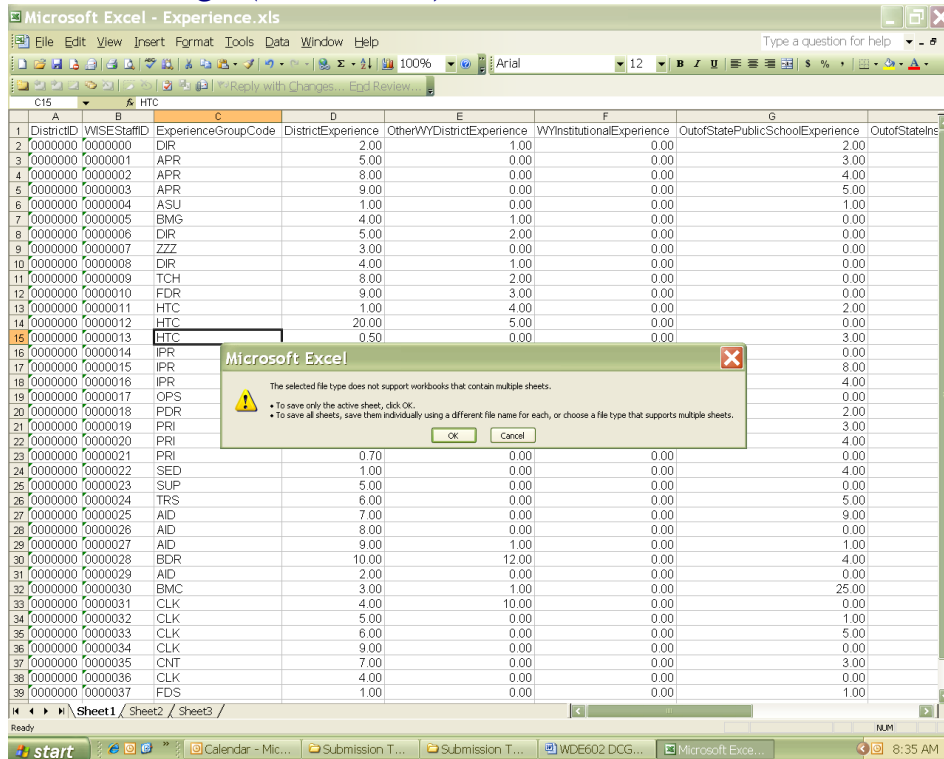
Step 2. On the menu, click “File” and then “Save As”.



Step 3. In the “Save as Type” drop down menu, select CSV (Comma delimited) (*.csv). Browse to the location where you want to save the file and then click “Save.”

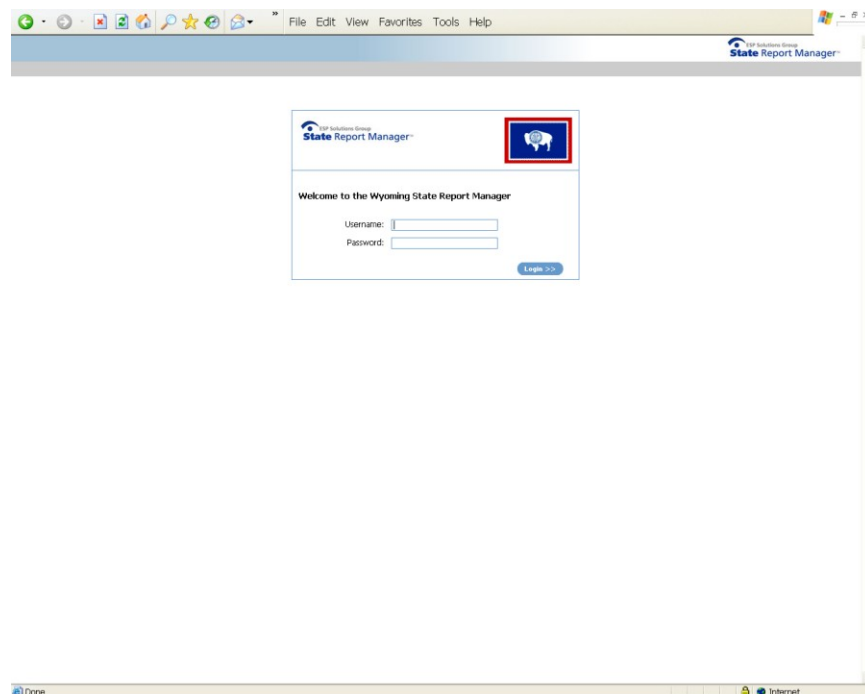


Step 4. Click “OK” when you see the error message below. Then click Yes to the second error message (not shown).

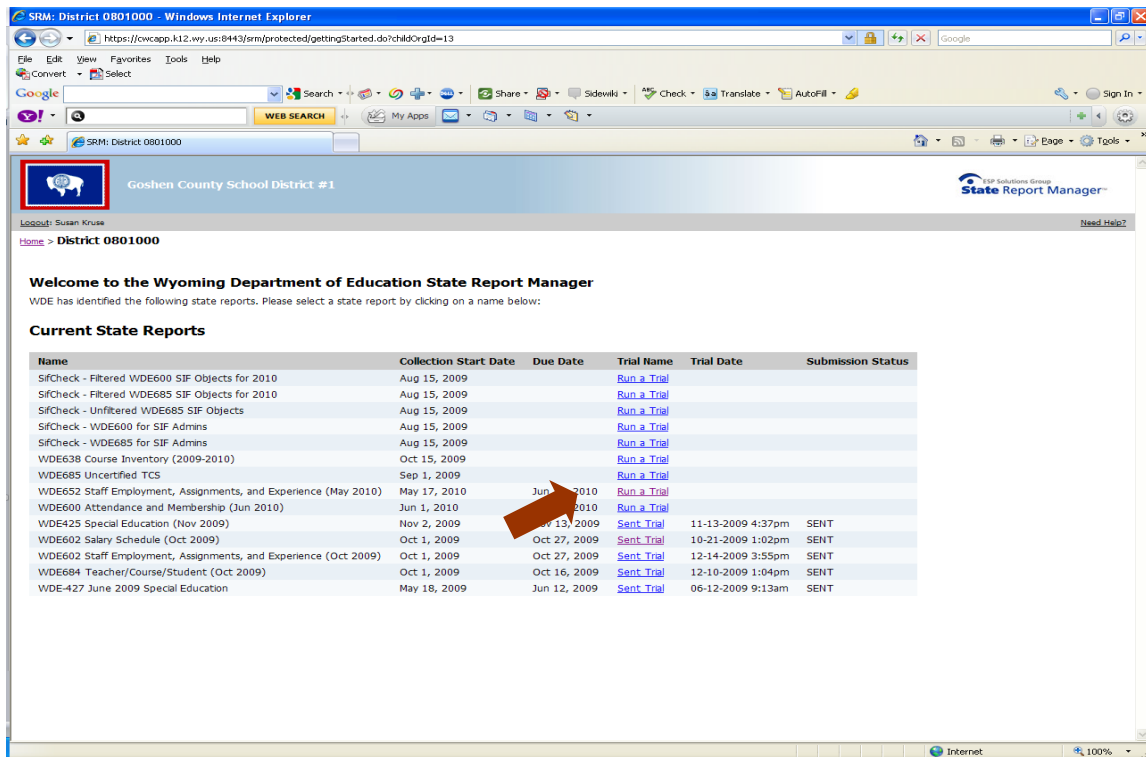


SRM Submission

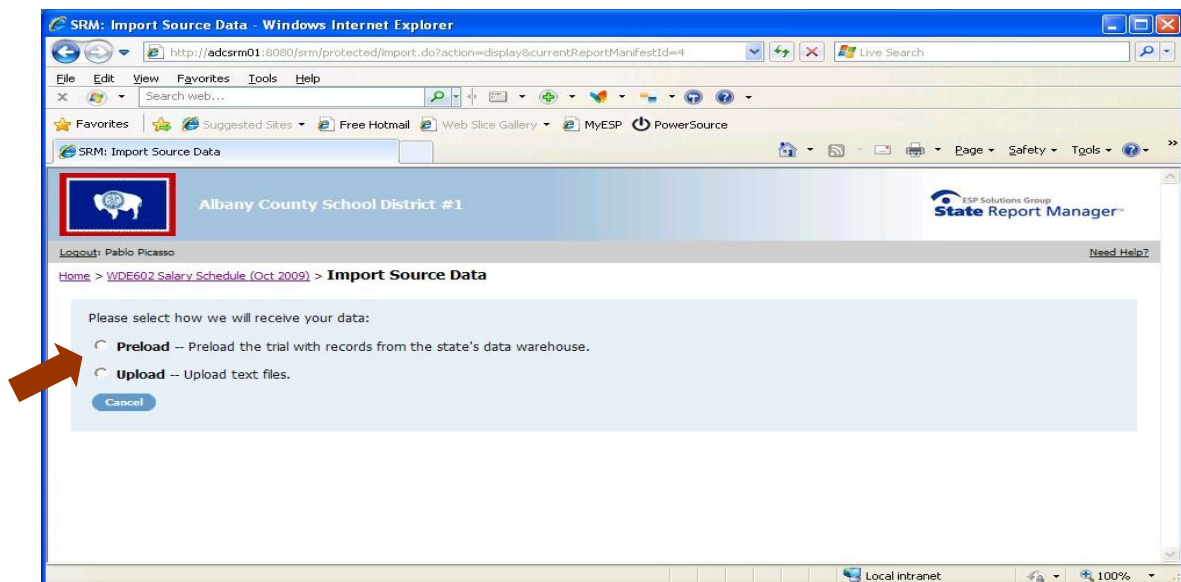
Step 1. Login to the State Report Manager (it will be necessary to coordinate with the district’s WISE Coordinator to complete this data collection).



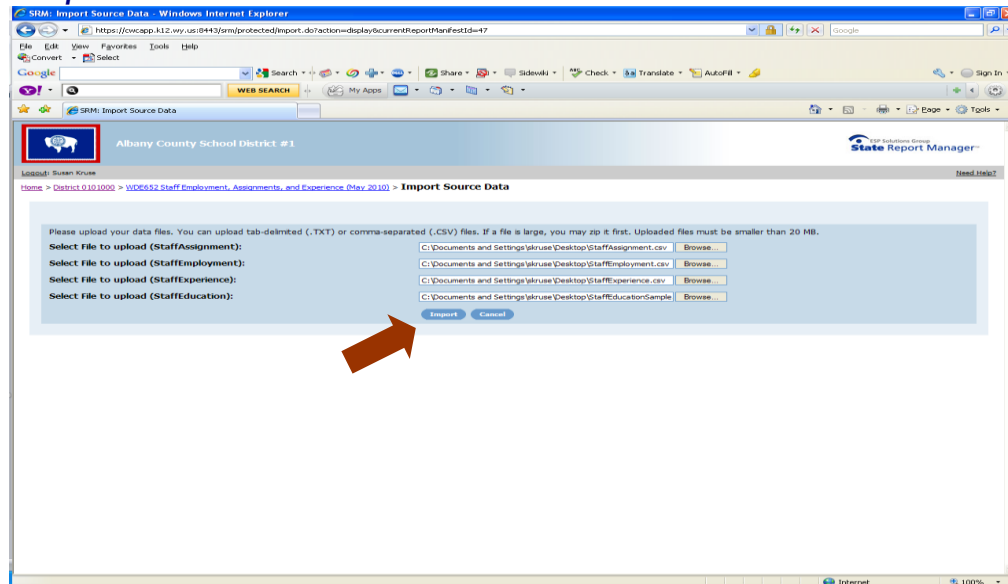
Step 2. Click on the “Run a Trial” link next to the desired collection.



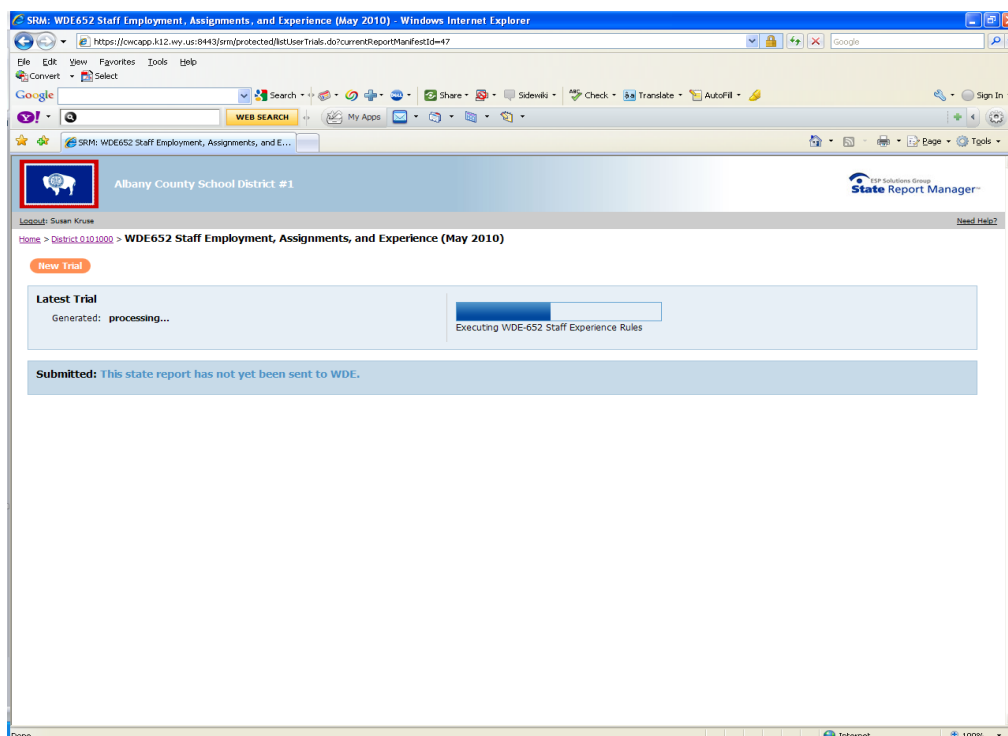
Step 3a. In the **WDE602** you will click on “Preload” to import data from last year’s WDE652. This data will include your newly updated experience files. It will also eliminate any persons who separated from your district in the previous year. You will only need to preload the first time you enter the SRM. Once files are preloaded you will save them to your hard drive and update the files.



Step 3b. In the **WDE652** once you click the “Run a Trial” link you will be taken to an upload page where you can browse your hard drive to find your updated Employment, Assignment, Experience and Education files. Once all four files have been selected the “Import” link will be highlighted and the files can be uploaded.



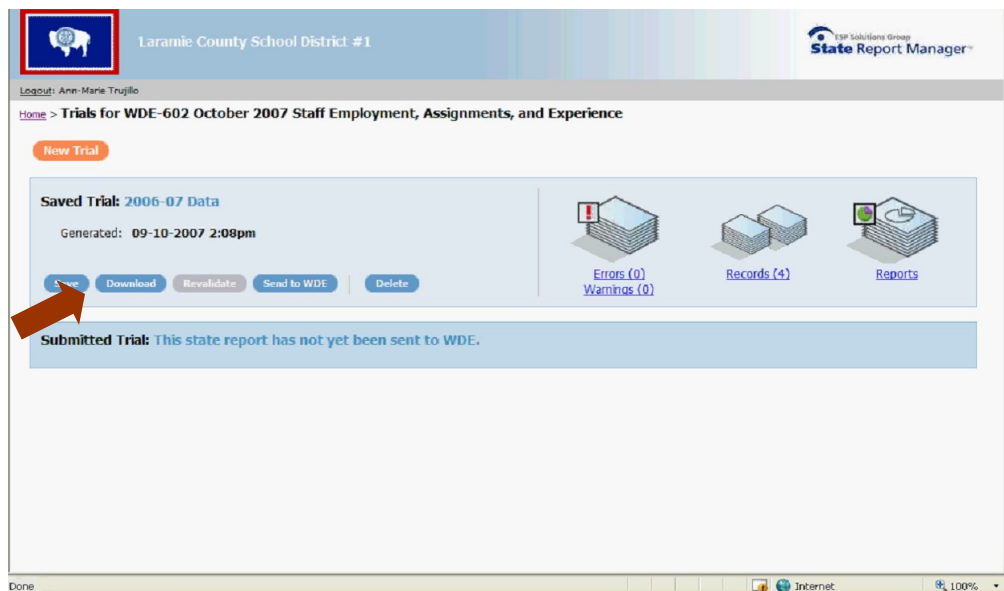
Step 3b2. After the Import link is clicked in the WDE652 the SRM will run its initial error checks on your data. Errors will need to be corrected in order to certify your data and send it to the WDE.



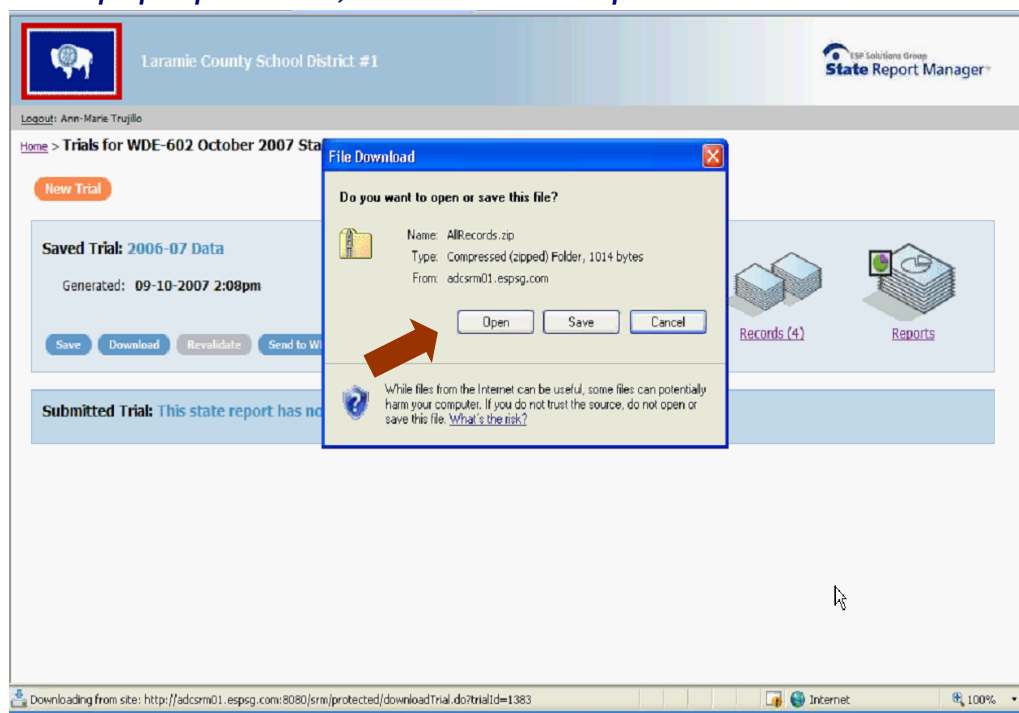
Downloading Files to your Hard Drive

Files can be downloaded after data is preloaded for the WDE602. You will also need to download your data if you have made corrections in the SRM and not the WDE602/652 files on your hard drive.

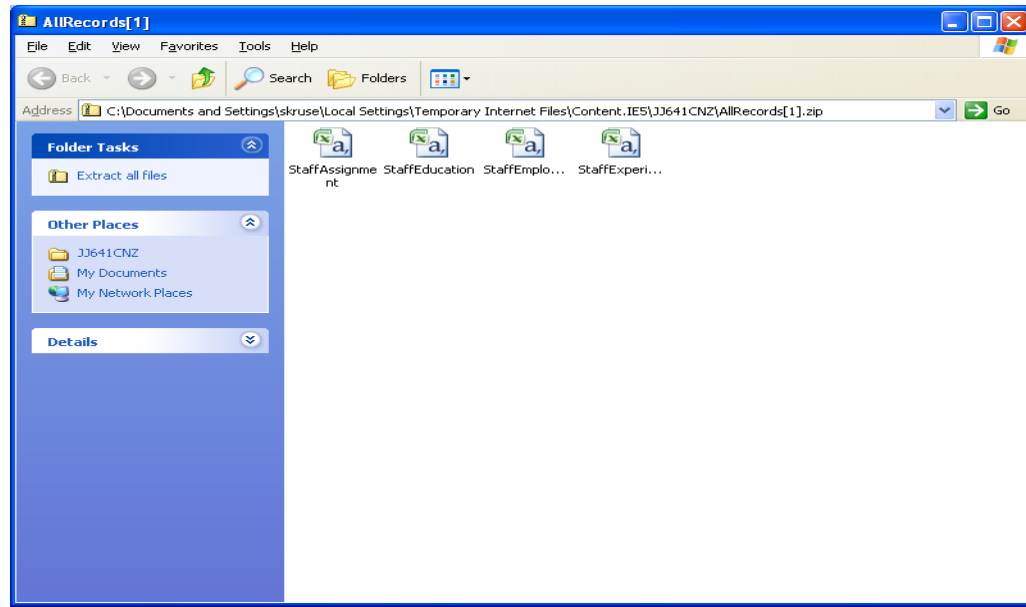
Step 1. Click the “Download” link.



Step 2. On the pop-up screen, click on the “Open” button.

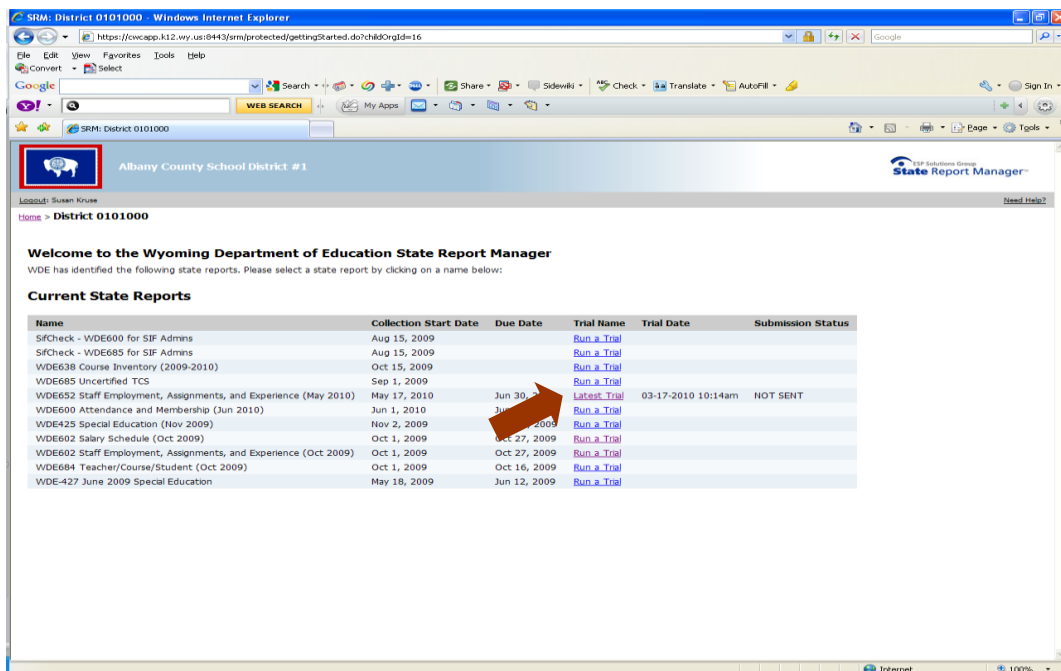


Step 3. Copy all the files in this folder and paste them in a different location that is convenient for you.

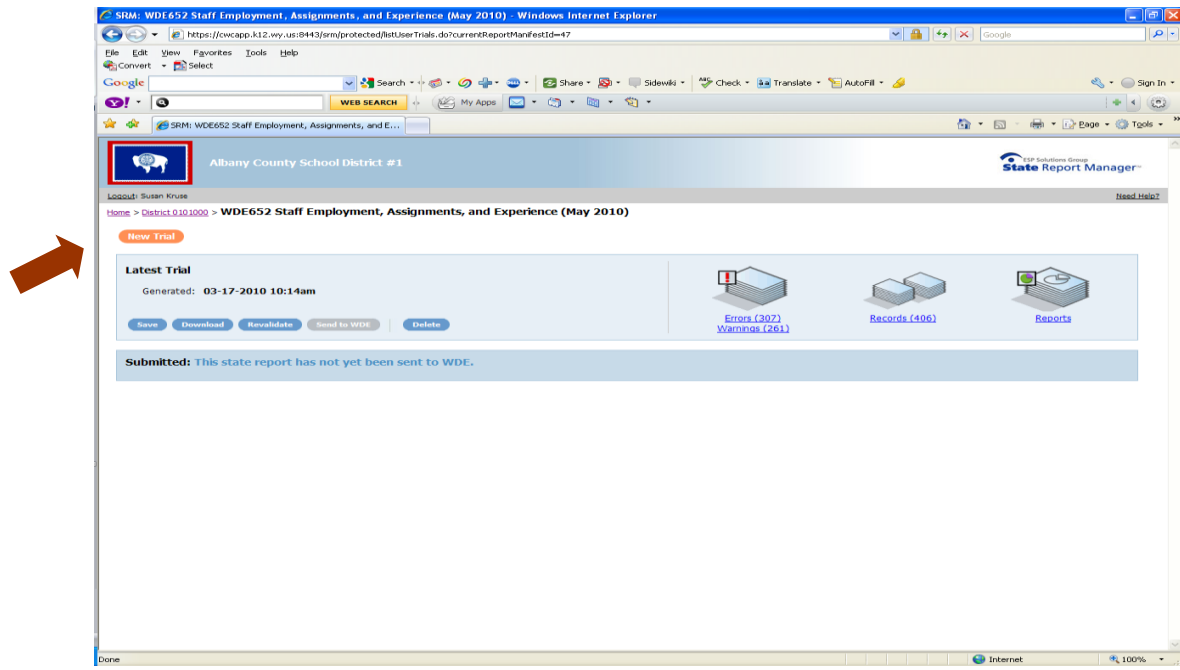


Upload Revised Files

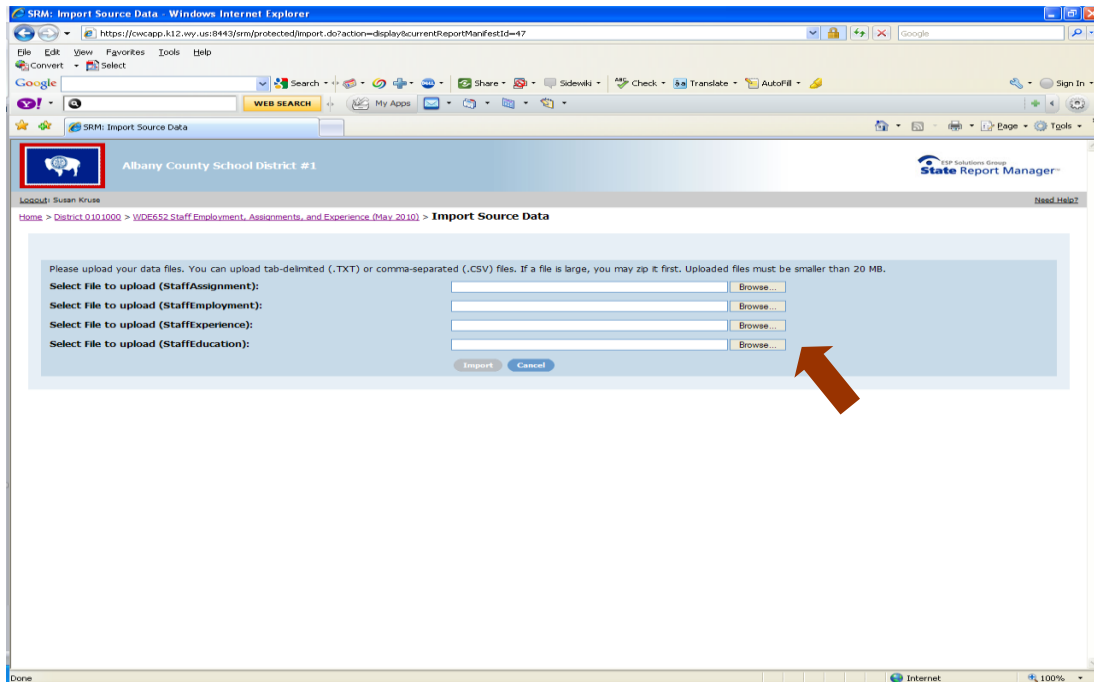
Step 1. Login into the SRM. Click on the appropriate “Latest Trial” link.



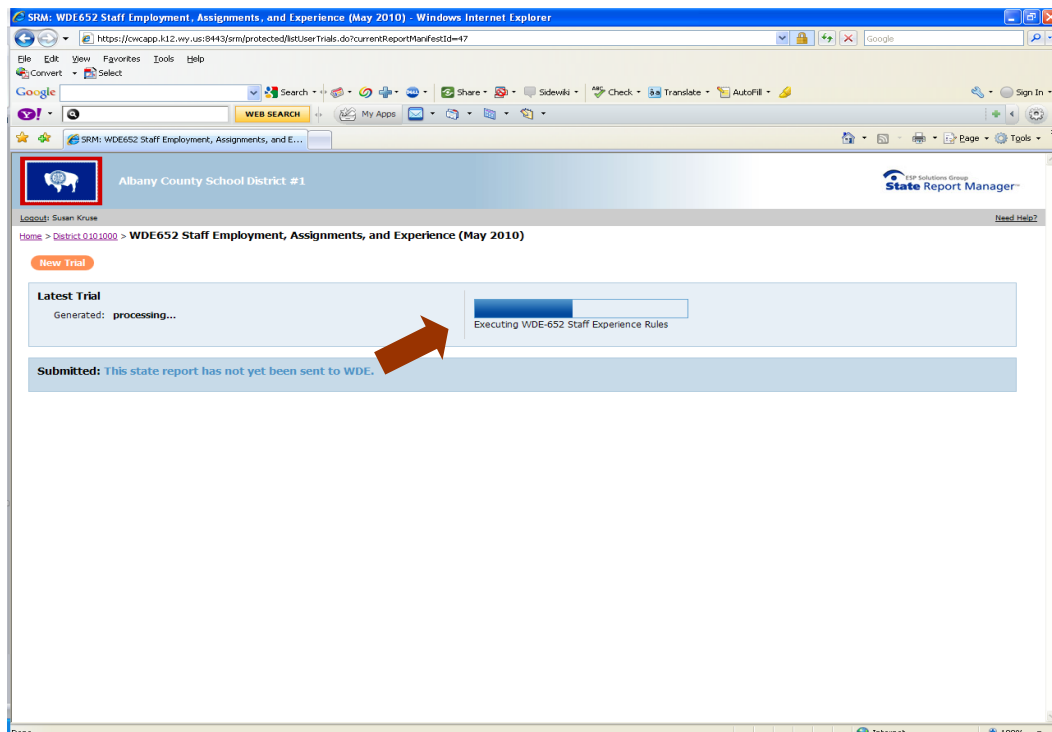
Step 2. Click on the “New Trial” button.



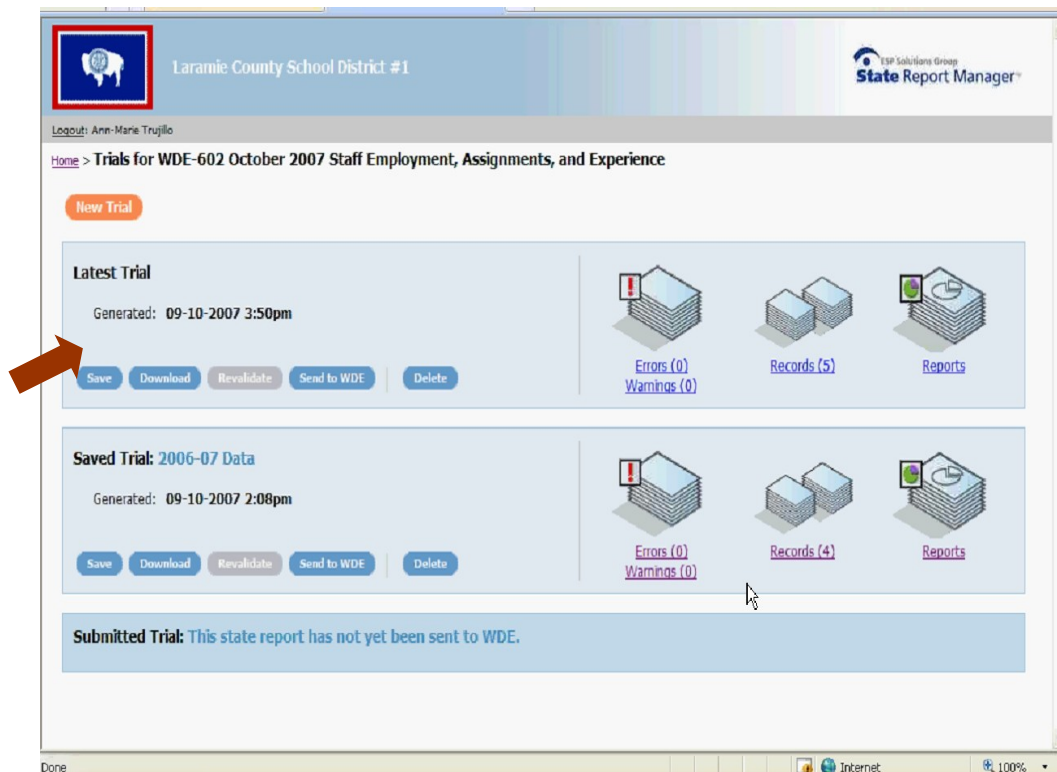
Step 3. Click on each “Browse” button. Find the appropriate file and double click on it to move it into the browser. After you have a file in each area, click the “Import” button.



Step 4. Watch the blue bar expand as the data files are being uploaded.

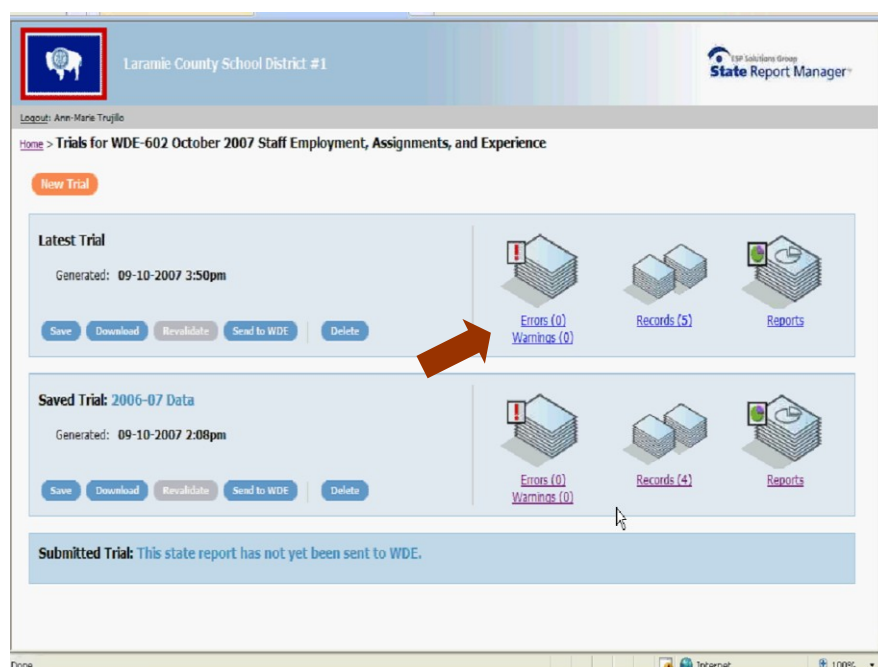


Step 5. The screen below will appear once the data files have been uploaded into the SRM. The latest “trial” or latest data files will always be listed on top.



Check/Correct Errors in Data

Step 1. Click on the “Errors (#)” or “Warnings (#)” link.



Step 2. The left-hand side lists the data files that were uploaded. The center area lists the different Errors and Warnings found in the data files. The right-hand side lists the different reports available for these data files. Click on the individual error/warning links in the center of the page.

SRM: Latest Trial - Windows Internet Explorer

https://cwcapp.k12.wy.us:443/srm/protected/trialIndex.do?trialId=4741

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial

Generated 03-17-2010 1:08pm.

| Records | Violations | Reports |
|----------------------|---|---------------------------------------|
| StaffAssignments 135 | Errors | Violations Summary (MS Excel) |
| StaffEmployments 135 | TooManyProblemsForRule - Too many problems for a rule | Assignments: All Staff (PDF) |
| StaffExperiences 135 | R4205 - ScheduleID does not refer to a valid salary schedule | Assignments: Classified Staff (PDF) |
| StaffEducations 1 | R4212 - BaseSalary must be 0 | Assignments: Professional Staff (PDF) |
| | R4225 - ExperienceGroupCode is not valid | Experience: All Staff (PDF) |
| | R4228 - AnnualHours must be zero for non-Classified assignments | ETE: All Staff (PDF) |
| | R4232 - AssignmentCode is not valid | Separated Staff Members (PDF) |
| | R4301 - BaseSchoolID is not valid | |
| | R4304 - Invalid SchoolID | |
| | R4310 - StaffDateOfBirth or StaffGender does not match WISEStaffID | |
| | R4712 - Staff experience record does not have a corresponding staff assignment record | |
| | R4713 - Staff assignment record does not have a corresponding staff experience record | |
| | R4916 - Invalid format for GPA | |
| | R4917 - Invalid GPA | |
| | R4921 - Missing BachelorDegree1 | |
| | R4922 - Missing MasterDegree1 | |
| | R4923 - Missing MasterDegree1 | |
| | R4924 - Missing an education record for the staff member | |
| | R4926 - Missing Degree information in education file | |
| | R4927 - Missing Degree information in education file | |
| | R4928 - Praxistest2 can only be allowed if Praxistest1 fields are not null | |
| | R4931 - Invalid PraxistestContentAreaCode | |
| | R4932 - Invalid PraxistestResults | |
| | R4933 - Invalid character in PraxistestAdministered | |
| | Warnings | |
| | TooManyProblemsForRule - Too many problems for a rule | |

Step 3. Click the "View" link to get more information on a particular error/warning.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Salary Schedule > 2006-07 Data > 602SalaryScheduleHeader_T_s violating R6205

Show: 602SalaryScheduleHeader_T_s Violating R6205

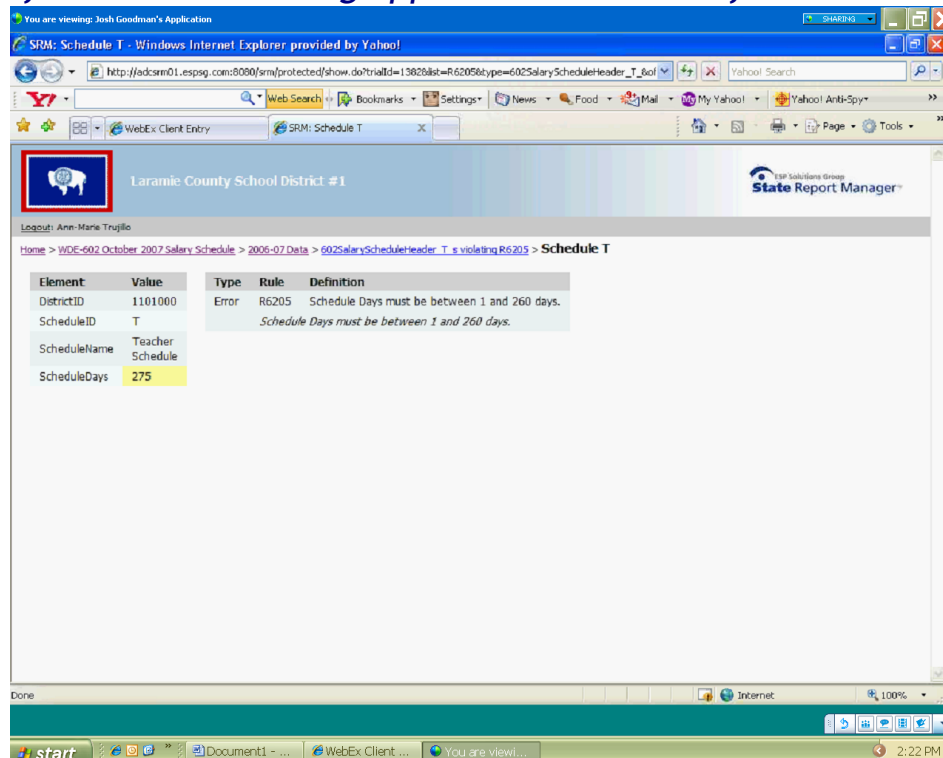
Rule R6205: Schedule Days must be between 1 and 260 days.
Schedule Days must be between 1 and 260 days.

Showing 1-1 of 1 |<< Page 1 of 1 Go >> Rows per page: 50

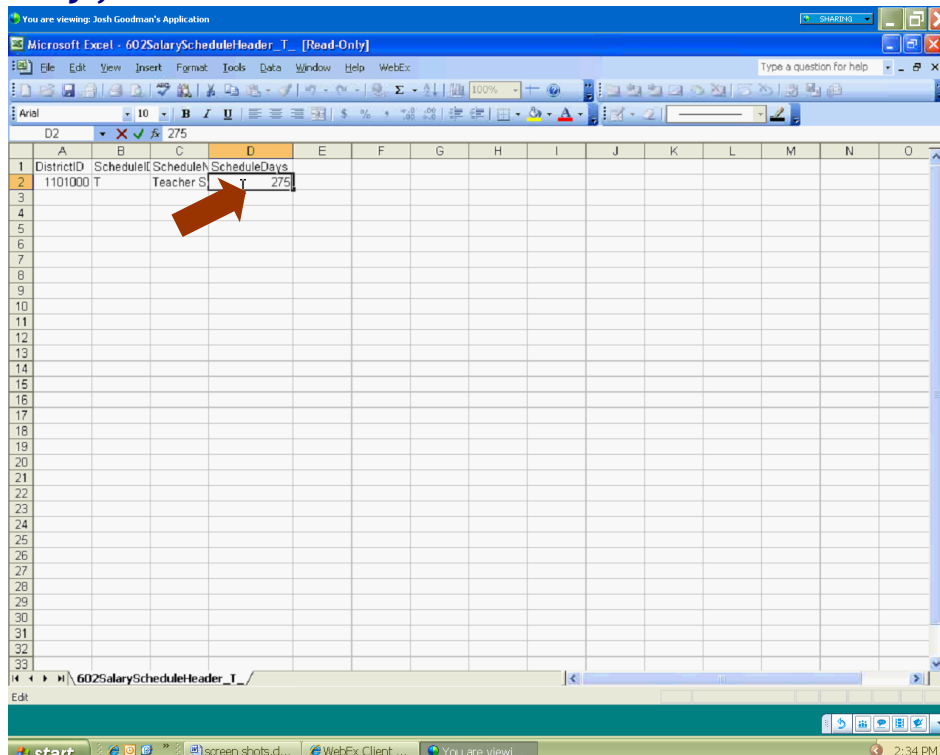
Show Search Fields to search for items in the list.

| Violations | DistrictID * | ScheduleID | ScheduleName | ScheduleDays | |
|----------------------|--------------|------------|--------------|------------------|-----|
| View | 1 | 1101000 | T | Teacher Schedule | 275 |

Step 4. The item highlighted in yellow contains the error/warning. And a definition of the error/warning appears under the definition header.



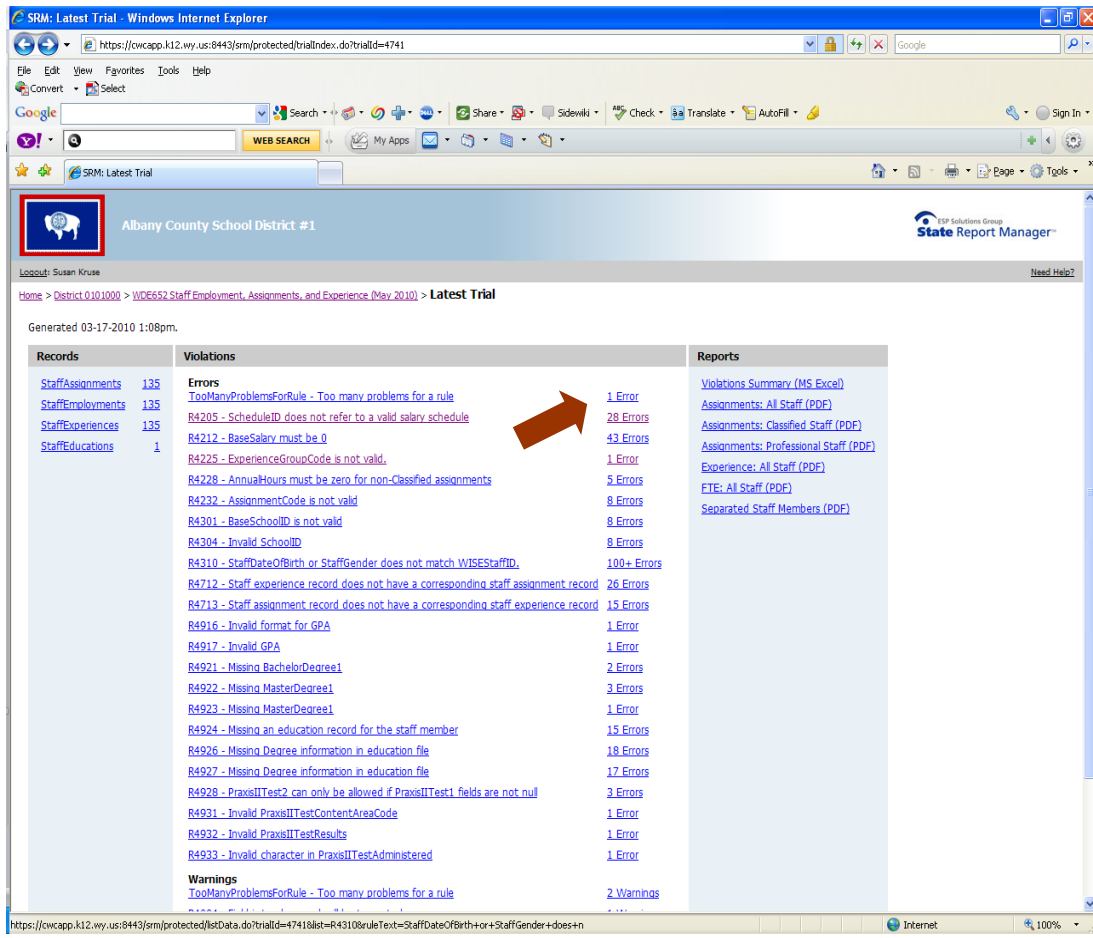
Step 5a. For the Salary files, please make your correction offline and upload the new Salary files.



Step 5b. For the Staff files either make the corrections offline similar to Step 5a or make the corrections within the SRM. To edit online, please proceed to Step 1 under “Edit Data Online.”

Edit Data Online

Step 1. Go back to the screen below. In the center of the page under the Violations header, click on the data file that needs a correction.



SRM: Latest Trial - Windows Internet Explorer

https://cwcapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=4741

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial

Generated 03-17-2010 1:08pm.

| Records | Violations | Reports |
|----------------------|---|---|
| StaffAssignments 135 | Errors | Violations Summary (MS Excel) |
| StaffEmployments 135 | TooManyProblemsForRule - Too many problems for a rule | Assignments: All Staff (PDF) |
| StaffExperiences 135 | R4205 - ScheduleID does not refer to a valid salary schedule | Assignments: Classified Staff (PDF) |
| StaffEducations 1 | R4212 - BaseSalary must be 0 | Assignments: Professional Staff (PDF) |
| | R4225 - ExperienceGroupCode is not valid | Experience: All Staff (PDF) |
| | R4228 - AnnualHours must be zero for non-Classified assignments | ETE: All Staff (PDF) |
| | R4232 - AssignmentCode is not valid | Separated Staff Members (PDF) |
| | R4301 - BaseSchoolID is not valid | |
| | R4304 - Invalid SchoolID | |
| | R4310 - StaffDateOfBirth or StaffGender does not match WISEStaffID | |
| | R4712 - Staff experience record does not have a corresponding staff assignment record | |
| | R4713 - Staff assignment record does not have a corresponding staff experience record | |
| | R4916 - Invalid format for GPA | |
| | R4917 - Invalid GPA | |
| | R4921 - Missing BachelorDegree1 | |
| | R4922 - Missing MasterDegree1 | |
| | R4923 - Missing MasterDegree1 | |
| | R4924 - Missing an education record for the staff member | |
| | R4926 - Missing Degree information in education file | |
| | R4927 - Missing Degree information in education file | |
| | R4928 - PraxisITest2 can only be allowed if PraxisITest1 fields are not null | |
| | R4931 - Invalid PraxisITestContentAreaCode | |
| | R4932 - Invalid PraxisITestResults | |
| | R4933 - Invalid character in PraxisITestAdministered | |
| | Warnings | |
| | TooManyProblemsForRule - Too many problems for a rule | |

https://cwcapp.k12.wy.us:8443/srm/protected/listData.do?trialId=4741&list=R4310&ruleText=StaffDateOfBirth+or+StaffGender+does+not+match+WISEStaffID

Step 2. Click the “View” link on the record that needs correcting.

Laramie County School District #1

Logout: Ann-Marie Trujillo

Home > WDE-602 October 2007 Staff Employment, Assignments, and Experience > Latest Trial > All StaffAssignments

Show: All StaffAssignments

Showing 1-2 of 2 |<< << Page 1 of 1 Go >> >> Rows per page: 50

Show Search Fields to search for items in the list.

| | Violations | WISEStaffID | SchoolID | AssignmentCode | TeacherType | EmployeeClass |
|----------------------|------------|-------------|----------|----------------|-------------|----------------------|
| View | 0 | 1001019 | 1101056 | SPA | | Support Professional |
| View | 0 | 1001019 | 1101057 | SPA | | Support Professional |

Step 3. Click the “Edit” link.

SRM: 1002279 (HTC) - Windows Internet Explorer

https://lwcapp.k12.wy.us:8443/srm/protected/show.do?trialId=4741&st=R4225&type=StaffExperience&officialMessage=ExperienceGroupCode+is+not+valid.&ruleText=

Albany County School District #1

Logout: Susan Kraus

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC)

Buttons: Edit, Delete, Delete & Revalidate

| Element | Value | Type | Rule | Definition |
|---------------------------------------|---------|---------|-------|---|
| Dist | 0101000 | Warning | R4109 | StaffFirstName and StaffLastName do not match WISEStaffID. |
| WISEStaffID | 1002279 | | | The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maintained by WDE. The record for the Staff ID # (ID=1002279, Name=STEPHEN HENRY WHITE, BirthDate=09/01/1949, Gender=M). |
| StaffFirstName | HULSE | Error | R4225 | ExperienceGroupCode is not valid. |
| StaffLastName | ARIANNA | | | ExperienceGroupCode does not match any of the known experience group codes. |
| ExperienceGroupCode | HTC | | | |
| DistrictExperience | 5.67 | | | |
| OtherWYDistrictExperience | 1.12 | | | |
| WYInstitutionalExperience | 0 | | | |
| OutOfStatePublicSchoolExperience | 1.12 | | | |
| OutOfStateInstitutionalExperience | 5.67 | | | |
| WYNonPublicSchoolProfessional | 0 | | | |
| OutOfStateNonPublicSchoolProfessional | 0 | | | |

Links: StaffEmployments, StaffAssignments, StaffEducations

Step 4. Make the necessary corrections and click the “Save” button. Once all on line corrections are completed click the “Save and Revalidate” button to rerun the error check. To undo any changes made, click the “Cancel” button.

SRM: Edit 1002279 (HTC) - Windows Internet Explorer

https://ovcapp.k12.wy.us:8443/srm/protected/editData.do?trialId=4741&type=StaffExperience&st=R4225&id=212573

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC) > Edit 1002279 (HTC)

Buttons: Save & Revalidate, Save, Cancel

Remember to also update Student Information System.

| Element | Value |
|---------------------------------------|---------|
| DistrictID | 0101000 |
| WISEStaffID | 1002279 |
| StaffFirstName | HULSE |
| StaffLastName | ARIANNA |
| ExperienceGroupCode | HTC |
| DistrictExperience | 5.67 |
| OtherWYDistrictExperience | 1.12 |
| WYInstitutionalExperience | 0 |
| OutOfStatePublicSchoolExperience | 1.12 |
| OutOfStateInstitutionalExperience | 5.67 |
| WYNonPublicSchoolProfessional | 0 |
| OutOfStateNonPublicSchoolProfessional | 0 |

(* = required)

Buttons: Save & Revalidate, Save, Cancel

Step 5. Click on the staff file links to move between an employee’s Employment, Assignment, Experience and Education file.

SRM: 1002279 (HTC) - Windows Internet Explorer

https://ovcapp.k12.wy.us:8443/srm/protected/show.do?trialId=4741&type=StaffExperience&id=212573&st=R4225

Albany County School District #1

Logout: Susan Kruse

Home > District 0101000 > WDE652 Staff Employment, Assignments, and Experience (May 2010) > Latest Trial > StaffExperiences violating R4225 > 1002279 (HTC)

Buttons: Edit, Delete, Delete & Revalidate

| Element | Value |
|---------------------------------------|---------|
| DistrictID | 0101000 |
| WISEStaffID | 1002279 |
| StaffFirstName | HULSE |
| StaffLastName | ARIANNA |
| ExperienceGroupCode | HTC |
| DistrictExperience | 5.67 |
| OtherWYDistrictExperience | 1.12 |
| WYInstitutionalExperience | 0 |
| OutOfStatePublicSchoolExperience | 1.12 |
| OutOfStateInstitutionalExperience | 5.67 |
| WYNonPublicSchoolProfessional | 0 |
| OutOfStateNonPublicSchoolProfessional | 0 |

Changes have been made since the last validation. The following violations may no longer apply.

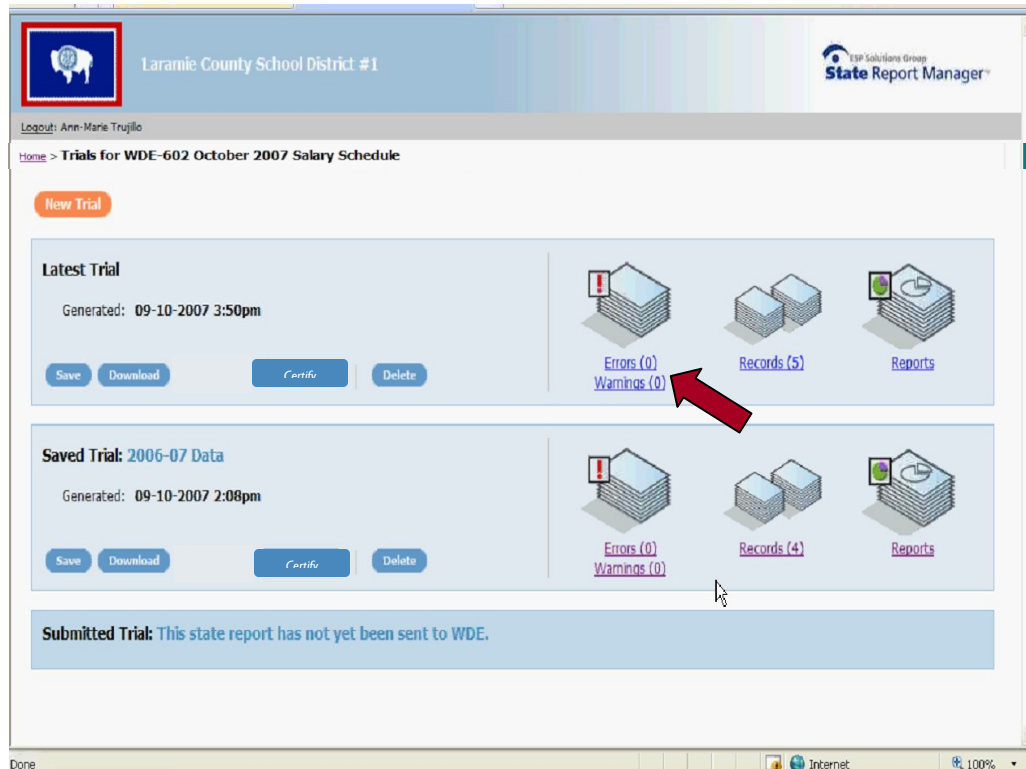
| Type | Rule | Definition |
|---------|-------|---|
| Warning | R4109 | StaffFirstName and StaffLastName do not match WISEStaffID. The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maintained by WDE. The record for the Staff ID # (ID=1002279; Name=STEPHEN HENRY WHITE; BirthDate=09/01/1949; Gender=M). |
| Error | R4225 | ExperienceGroupCode is not valid. ExperienceGroupCode does not match any of the known experience group codes. |

Links: [StaffEmployments](#), [StaffAssignments](#), [StaffEducations](#)

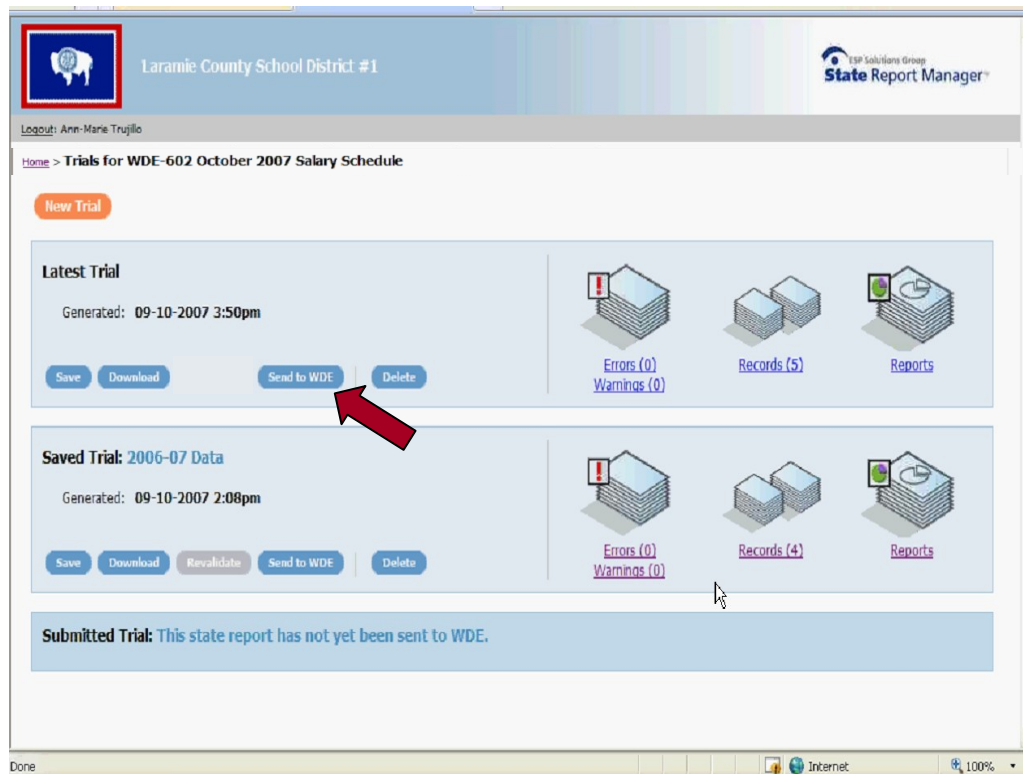
Send to WDE

Step 1. The submission process is the same for the salary and staff files. Salary files must be uploaded and sent to the WDE before staff files will be accepted.

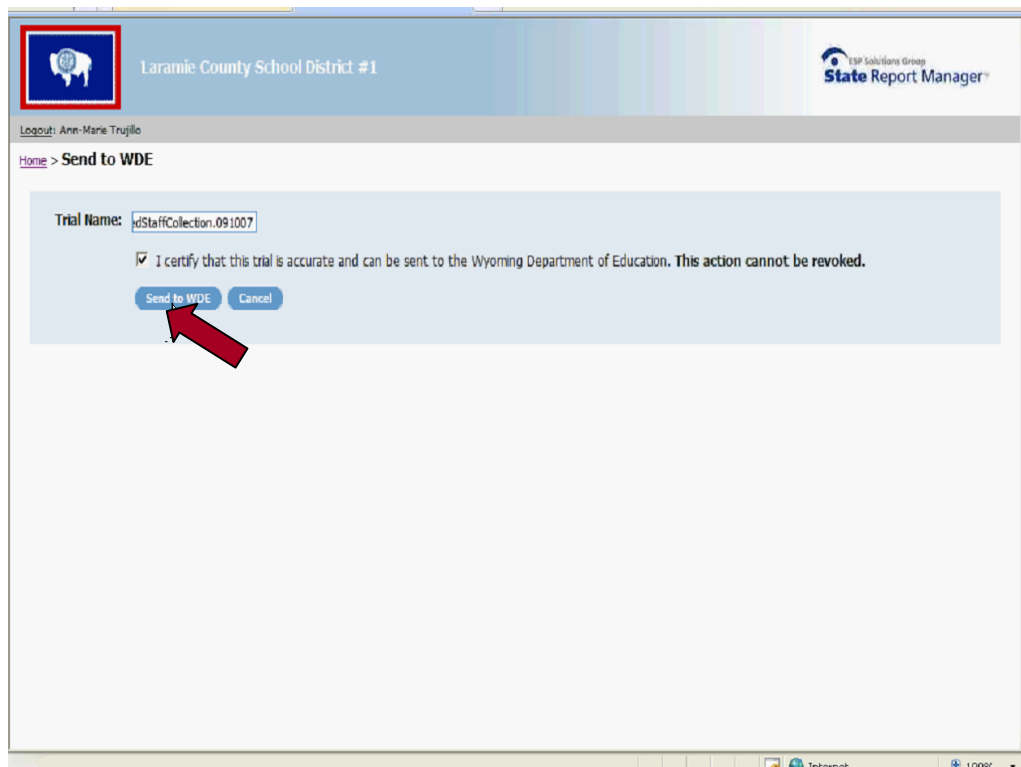
Go into latest trial, make sure that all errors have been corrected and warnings have been looked over.



Step 2. Click the blue “Send to WDE” button.



Step 3. Name this item in the white box, click in the certification box, and then click the “Send to WDE” button.



Appendix 4: Data Corrections and Newspaper Report Timeline

